

ACTP TRAINING PROGRAMME
FOR COACHES & MANAGERS

ROOT



BECOME A CERTIFIED COACH - PART 1

ACTP TRAINING PROGRAMME: ROOT

ROOT is the first part of our ACTP programme, 'ROOT-GROW', which leads you to ICF certification at ACC or PCC level, without having to take a separate examination with the ICF. It is an innovative programme designed to hone your coaching skills and teach you to coach on the basis of changes in behaviour and attitude. It is continuously and flexibly adapted to the challenges that characterise our VUCA world - Volatile, Uncertain,

WHAT CAN YOU EXPECT?

PROCESS LEARNING, EXPERIENCE LEARNING AND INTERACTIVE CONTENT & FEEDBACK LEARNING

Throughout the training course, we aim to offer you, the participant, the best possible training experience that has a real impact on your abilities and attitude as a coach. We are therefore adding an **interactive content & feedback learning aspect**: this is **experience learning** at its best. The aim is to promote your decisiveness as a coach so that you can tackle 'unforeseen factors' in coaching and leadership with agility. Your ROOT training is therefore less technical and more an 'experience' of coaching as a profession. After the ROOT course, you will be able to coach at 'single loop' level, that is in the field of developing competencies, influencing actions and context.

Our aims:

- To be able to apply your coaching abilities more **directly**: to talk about it less, less theory and more supervised coaching sessions with direct feedback and a plan of action and reflection
- More **depth** in your own learning process: learning to come out of your comfort zone from the comfort of your seat as an individual, as well
- More **preparation**: you are given much of the theory as 'prereading', for example in the form of white papers, book summaries with research assignments and short films
- An extensive toolbox, backed up by skills, attitude and techniques and tips for use in practice.

FOR WHOM?

Everyone who wants to find out to discover what coaching is, as a skill and an attitude, and how it can contribute towards improving performance and developing potential is welcome. No coaching experience is necessary.

We are thinking of the following target groups:

- Line managers who want to adopt a more development-oriented attitude when dealing with their people / colleagues
- Internal coaches with less than 50 hours of express coaching experience
- HR specialists who would like to focus on coaching
- Consultants seeking to enrich their advisory style by integrating a coaching style, etc.

SUPPORT

- **Coach-the-coach** - (2 x 2 hours) of personal coaching per participant
- **Group supervision** - at least 8 hours of extensive coaching exercises. You receive personal feedback on two occasions and also learn from observing exercises undertaken by colleagues
- **Collegial coaching** - Between the training modules, each participant is expected to spend at least four hours with a colleague to practice and process the material covered during the previous module
- **Personal Development Plan (PDP)** forms the guiding thread through this course for every participant
- **ROOT © competency**: your skills are screened at ACC level (Associated Certified Coach), based on the 11 ICF competencies.

LIKE A TASTE?

Download the white paper "Transformative leadership" on the website. The directive leadership makes way for transformative leadership that values self-management and ownership.



PROGRAMME

COACHING A SKILL, AN ATTITUDE AND A PROFESSION

What is coaching and what are the levels at which you can coach?

- What is coaching and what is it?
- The basic attitude and beliefs of the coach
- The structure of a coaching discussion
- The interventions and competencies of the coach
- The developmental path of the human being
- Levels and themes of coaching
- Coaching and other professions

Focus on explorative skills

- What is empathic listening?
- Listening with all your senses
- The power and effect of re-formulation and re-contextualisation
- Being connected to the coachee and yet observing

Structuring a coaching session

- Building a process based on a targeted structure

REFINING YOUR COACHING COMPETENCIES

Really listening

- What is listening in a coaching discussion
- Listening in the here and now: experiencing it
- Presuppositions for listening
- Listening in dimensions
- Meta model
- Calibrating
- Report: Pacing & Leading, Matching & Mismatching, VAKOG
- Index computations

Powerful questioning

- Decision-making model: WAC questions
- The difference between coaching questions and other questions
- Asking questions that help the coachee achieve awareness

Promoting direct communication

- Re-formulating in depth
- Exploring perspectives from different positions

RESULTS-ORIENTED COACHING

Results-oriented approach

- The coach state, boundaries, self-regulation and containment
- Results-oriented versus results-driven
- Defining the outcome of a coaching path
- Course objective, formal conditions, resources and stoppers
- Creative tension - comfort zone, stretch vs stress
- Towards & Away From - dimensions of motivation
- Value-based coaching: values as motivator
- PERFORM - Single Loop Coaching

Confrontation skills

- Appreciation and feedback in coaching
- Different forms of FB
- Criticism vs feedback
- Confrontation at various levels: observations, feelings, insights, oppositions

MODULE 1

MODULE 2

MODULE 3



MODULE 4

DEVELOPING COMPETENCIES IN A CHANGING WORLD

The learning process and the context

- The coachee's learning process and possible pitfalls
- Optimising context conditions
- Change processes

Developing competencies

- What are competencies?
- What is specific to developing competencies?
- Applying a coaching method to the development of competencies

I, as a coach, in a working environment

- My basic attitude as a coach
- The coaching contract
- Ethical aspects

Evaluation

- My development path as a coach

ROOT© CERTIFICATION (1 DAY)

Root© competency screening focusing on validating your command of the ICF competencies

DATA & INVESTMENT

- Consult the dates & price on www.trainingcoachingsquare.be/en
- This course is CCEU-approved and can therefore be used for ACC, PCC or MCC renewal.
- The subsidies via the KMO-Portefeuille or the Brussels-Capital Region are applicable

REGISTRATION

You can register via the registration form on www.trainingcoachingsquare.be/en where you will also find all course dates.

Want to know more?

Feel free to send an email to contact@coachingsquare.be

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GROW



BECOME A CERTIFIED COACH - PART 2

ACTP TRAINING PROGRAMME: GROW

GROW© is an advanced training program for coaches who have already attended a specialized coaching training course and who have gained previous field experience as a coach. The GROW is part 2 of our ACTP program “ROOT-GROW” that leads you to ICF certification on ACC or PCC level, without having to pass a separate exam at the ICF. It is an innovative programme, continuously adapting to the challenges of this VUCA world (Volatile, Uncertain, Chaotic & Ambiguous).

FOR WHOM?

For experienced coaches, who already have a minimum of 50 hours of specific field coaching experience. As a coach you want to refine your coaching attitude in order to become ‘fully present’ for your client. To get to this stage, it is important that you feel good in the coaching process. We focus on your coaching attitude as a coach. You are the central tool in the growth process of the coachee. In order to enhance other people’s learning process, we need to know ourselves well, our strengths and our development areas.

WHAT TO EXPECT?

METHOD

At the end of this journey, you will:

- Have developed your coaching competencies to a deeper level, using your 5 senses
- Have become a sharper observer and reflect more systematically and together with the coachee
- Observe the coaching process from a meta-position
- Discover the weight of emotions and true commitment
- Have worked with beliefs and values
- Have learned how you can stay flexible and yet balanced as a coach
- Have decided to engage in a life-long learning process
- Be capable to professionally reflect on your own developmental journey

SUPPORT

- **5 learning blocks**
- **Group intervention:** integration of the learning material and preparation of the group supervisions
- **Group supervisions:** 12 hours of intensive coaching exercises with video recording and feedback based on the ICF coaching competencies
- **Coach-the-coach:** 4 hours of personal coaching on your evolution as a coach
- **Support:** specific questions will be handled by phone or mail
- **Rehearsal groups:** in between the learning blocks participants make peer groups to rehearse, to practice and to give and receive feedback



COACH COMPETENCY SCREENING

A competency screening of your coaching skills at the PCC level (International Coach Federation). A written competency based report on the ICF competencies will be provided



THEORY (LEARNING BLOCKS) & SUSTAINABLE PRACTICE (MENTORING)

In the course of the learning blocks you get to know the mechanism of convictions, values and emotions in the human evolution. You will learn how to be fully present and how to create a co-creative relation with your coachee, in order to encourage new behavior based on empowering beliefs. The door to 'sustainable change' will be opened with an understanding of the past, acceptance of the present and confidence in the future. The mentoring exercises will help you to take control of your own learning process as a coach (manager coach, HR coach or external coach). You work on your mental and emotional state and get to know your own style as a professional coach. You challenge yourself in each of the coaching competencies, by means of a test and adjust mentality and self-observation. You observe demos and coaching sessions. You evolve and are no longer stuck in old patterns and habits.

LEARNING BLOCKS

BLOCK 1 – 3 days

- Being fully present and being comfortable with coaching

BLOCK 2 – 2 days

- Beliefs in coaching
- Structure of a belief
- Limiting and empowering beliefs
- Double loop PERFORM

BLOCK 3 – 2 days

- Beliefs in coaching
- How to strengthen empowering beliefs
- The importance of values and beliefs

BLOCK 4 – 2 days

- Coaching with emotional intelligence & professional reflection

BLOCK 5 – 2 days

- How to coach of transitions and transformations
- How to coach on identity & conclusion & metaphors

MENTORING

Work on your learning ability, self-observation and self-responsibility and become a true EFFECT coach.

INTERVISION DAY - Focus on EFFECT coaching

Prepare yourself the best way possible and learn, by trial and error, how to:

- dive into the coaching theme from the beginning
- deal with 'mist' or diversions of the coachee
- recognize hidden themes
- keep the energy high, 'carry' the coachee
- coach streamlined, based on a relation that encourages to step outside the comfort zone and that makes the coachee want to go double loop



THEORY

PRACTICE



SUPERVISIONS

You rehearse by coaching a colleague or coachee on a real topic. Before you coach you set a goal and after the coaching the group members and supervisors give you relevant feedback.

COACH-THE-COACH

You will be coached twice and each time by a different coach. That way you will experience yourself the effect of coaching and you get to know different coaching styles.

CERTIFICATION - Written & Oral Examination

You will receive the questions for your written examination by mail. You get 48 hours to fill them in and send them back. Afterwards we will go over the exercise in group: feedback and corrective criteria will be shared in order to give you the opportunity to increase your knowledge and redo if necessary the cases in your exercise. The oral exam will take place 5 to 6 months after the last learning block. That way you will have sufficient time to familiarize yourself with double loop coaching and to get coached at the same time on your own evolution as a coach.

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