

# ACTP TRAINING PROGRAMME FOR COACHES & MANAGERS

# ROOT



BECOME A CERTIFIED COACH - PART 1

# ACTP TRAINING PROGRAMME: ROOT

The 'ROOT© Certified Coach – Level 1' is a top coach training programme that is formally accredited by the International Coaching Federation and enables participants to integrate the ICF core coaching competencies. Coaches who obtain a certificate at Training & Coaching Square are trained as goal-oriented 'effect coaches'. They are focused on sustainable evolution – far away from the superficial quick fixes – and bring others into contact with their intrinsic motivation.

## 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** - of personal coaching per participant
- **Group supervision** - 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 8 ICF competencies.



# 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 not?
- 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

- Facilitating a process following a goal-oriented structure

## REFINING YOUR COACHING COMPETENCIES

### Listening in full

- 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

### Asking powerful questions

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

### Promoting clear communication

- Reformulating 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



## PRACTICE

### 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

### DATA & INVESTMENT

- Consult the dates & price on [www.trainingcoachingsquare.be/en](http://www.trainingcoachingsquare.be/en)
- This course is ICF-approved and can therefore be used for ACC, PCC or MCC renewal.
- The subsidies via the SME portfolio (DV.0253935) or the Brussels-Capital Region are applicable

## REGISTRATION

You can register via the registration form on [www.trainingcoachingsquare.be/en](http://www.trainingcoachingsquare.be/en) where you will also find all course dates. All courses take place in **TCS Skyloft**, Planetendreef 14/401, 2800 Mechelen.

#### Want to know more?

Feel free to send an email to [contact@coachingsquare.be](mailto:contact@coachingsquare.be)



#### Location for training courses

TCS Skyloft  
Planetendreef 14/401  
2800 Mechelen

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