

Certified Professional Coach

Training Program Overview

Inspired excellence and impeccable quality; how do you demonstrate this as a professional coach?

The very best coaches are those who know themselves well at the core or center of the self. Adopting the choice to engage in the world from the authenticity of an inside-out perspective is for most a journey of transformation. The inviteCHANGE, Certified Professional Coach program is one path of transformation that supports you in living from inspired excellence and impeccable quality, as a human being and a professional coach.

Upon graduation from this International Coach Federation, (“ICF”) Accredited Coach Training Program, (“ACTP”), you will have incorporated the code of ethics, guiding principles, knowledge, tasks, skills and best practices of professional coaching into your professional presence. You will also have accumulated a minimum of 100 hours of client experience to be a competent, professional and confident coach with the ability to apply the transformative coaching approach in diverse situations, both personal and professional in nature.

At this point, you will be an inviteCHANGE Certified Professional Coach. And, as a result, you are ready to apply for an ICF credential and join the largest and leading global association of coaching professionals. Your training at inviteCHANGE balances three essentials areas of development:

- Personal Presence
- Coach-specific competency knowledge and skills, and
- Professional Business Presence

Typically the program is completed in 14 to 16 months. Participants have the option to experience the courses in a physical classroom or via our innovative, web-based classroom, and a combination of both. Each format fully facilitates our pioneering, experiential adult learning design.

The CPC program was developed and is delivered by professional coaches who are actively working with clients and maintain excellence as ICF Credential holders. The faculty members are also inviteCHANGE Certified Mentor Coaches and engage in ongoing supervision in order to maintain faculty status. We invite you to explore our web site and get to know our team. Discover the diversity and depth of experience you will access by choosing inviteCHANGE for your training. Our faculty team has diverse experience and depth of perspective in many business markets and specialties of coaching such as executive leadership, organizational development, human relations, instructional design, spiritual evolution and personal transformation.

The learning experience at inviteCHANGE exemplifies the coaching approach by partnering with participants to co-create a tailored, respectful, transformative process. And, the program delivers learning that prepares you to be an artful, transformative coach! As you review this catalogue we invite you to imagine the journey and visualize how becoming a professional coach will fit into your current life and when complete, how your life will transform and fulfill your dreams and goals.

What Is Transformative Coaching?

The transformative coaching approach is a way of relating and communicating that activates the unique core of another human being so that the many gifts and internal resources become known to the self and consciously available for authentic, fulfilled living. The definition for transformative coaching at inviteCHANGE is this:

Transformative coaches co-created an environment of respect and absolute belief in another's inherent wisdom, resourcefulness and wholeness.

Within this partnership, bold curiosity and powerful questions uncover limiting beliefs and shine the light on an unlimited number of possibilities for conscious choice and lasting change.

Guiding Principles for Learning

Our company guiding principles give you some insight to our philosophy. Keep in mind that you will also learn how to create a foundation in your client relationships that embodies these principles. In fact, everything we offer in the learning experience we encourage you to incorporate to your professional business presence.

- We create safe and welcoming learning environments so that undaunted expression of essence occurs.
- We embody and advocate the inherent wholeness of all.
- We apply the process of awareness > clarity > alignment > action > results.

- We notice judgment, listen deeply and practice unconditional curiosity.
- We aim for the goal and embrace the process.
- We encourage empowering language.

Core Curriculum Courses

- **Authentic Presence**
- **Essentials of Professional Coaching**
- **Professional Presence**
- **Power of Transformative Coaching**
- **Coaching Mastery**

Our program consists of a sequential, five-course, core curriculum along with tailored elective course(s) and experiential "field work" that supports and accelerates the integration of learning and a sustainable framework for engaging a desired client base.

Authentic Presence

The program begins with a course named Authentic Presence. This experience is devoted to your personal growth and development and introduces tools and processes to invite conscious, sustainable change. The experience will change you in ways that create ease to fully embody your authentic presence and gain insight about how to invite and encourage the same in others.

What we know from more than sixteen years of educating individuals in the coaching competencies is that the best coaches have very high self-awareness and possess commitment and discipline for being a continuous learner of self over time. When you engage with life from the internal view of essence and values, everyone in your field of relationships experiences an attractive magnetism. Increased quality of life occurs along with a natural invitation for creating new relationships

with clients that match your inspiration and focus as a service professional in coaching. This course equips each participant for a lifetime of self-learning and is excellent preparation for developing the specific listening, inquiry skills and behaviors for creating actionable awareness that is a hallmark of excellent professional coaching. During the ten week follow up, you will generate a Life Map that will deepen your awareness in all key areas of life while also generating clear intentions for positive forward action.

Essentials of Professional Coaching

Next in the series is Essentials of Professional Coaching. This begins your learning journey for the guiding principles, knowledge, tasks and skills essential to being a professional coach. The course will introduce the International Coach Federation, Code of Ethics as well as the definition and associated skills for each Core Coaching Competency that is the foundation of the body of knowledge for professional coaching. Coaching is a relating competency and therefore you will be practicing coaching and applying learning from the very start. Immediately following the three-day course, you will engage with two peers in a three month coaching relationship in order to integrate your course learning in a trusted relationship. At the mid-point and completion of these relationships you and your peer will provide feedback to each other. In addition, a faculty member will review that feedback and offer suggestions for strengthening your competence as you continue the learning journey.

At this point, you are also ready to begin working with clients of your own and you are encouraged to create a coaching relationship with one to three

people who you believe are the type of people you want to serve as a coach. During the course you will learn about the flow of a session, the structure of three month coaching relationship, how to begin a relationship, including negotiating a coaching contract and conducting an initial discovery session. This course will begin the process of creating your Coaching Tool Kit and offer suggestions about how to set up your business as a coach. You will also begin to explore the theory and methods that are the underpinning and historical context for the field of coaching that emerged in the early 1990s.

Ultimately, your experience in Essentials of Professional Coaching will launch your confidence and competence as a coach.

Professional Presence

At this point in the program you have more than 60 course training hours complete with a focus on personal presence and coach specific knowledge, skills and practices and you are actively coaching with peers and a few clients. It is now time to turn your attention to our third course in the program named Professional Presence. Relationship skills are central to success in business and your professional presence will be perceived by others through the ways you choose to connect, express, cultivate, invite, enroll and interact with individuals and organizations you serve as a professional coach. Developing relationships is a continuous process that incorporates a variety of communication and relating skills and, the great news is, the coaching approach is an outstanding foundation for generating and sustaining excellent relationships!

This program will challenge your beliefs and assumptions about being a

business professional and support you to bust through the myths that hold back sharing your brilliance in the world with consistent success. Designed in a similar fashion to Authentic Presence, you will discover a familiar experience of gaining awareness and clarity for the essence of your envisioned business. The program workshop will facilitate clarity and alignment with values and guiding principles that clearly express your unique coaching service offer. During the eight week follow up you will generate a Business Map that will encompass the full scope of a running a business while also launching your brand expression. Remember you don't create a brand, you embody it and it is the experience of your clients that will reflect whether you are living your essence moment to moment. At this point, you will continue creating new coaching relationships with clients of your own and you are encouraged to add one to three people. This course will strengthen your confidence, identify the language that is your authentic expression of professional presence and serve as a foundation for presenting a credible and unique professional signature in the market. All of this adds up to a compelling value proposition that will fuel your thriving business.

Power of Transformative Coaching

You have arrived at the program midpoint and you are experiencing awareness and clarity about who you are, who and how you want to serve as coach and, an appreciation for the path to creating a thriving career. Upon these foundations, the next course, Power of Transformative Coaching will deepen learning in the knowledge, skills and practice of the ICF Core Coaching Competencies and simultaneously

impart the transformative methods of coaching that are the signature of inviteCHANGE. Through practice, experimentation and mentoring you will learn to witness transformative moments occur for clients and in turn, learn to facilitate and navigate a coaching session and overall coaching relationship so that clients achieve sustainable change. The program will reinforce the principles of authentic presence you learned for yourself by developing those skills and methods in you as coach as well as sharing coaching tools for working with clients. Invisible ways of thinking that are the underlying motivation for behavior and action are a rich resource for inviting change. You might be asking, how do we work with something that is invisible? The learning begins with you, exploring your own blind spots, unconscious habits and inherited belief systems that are not serving the path you are creating for the future. You will discover limiting attitudes, perspectives, assumptions and beliefs when you are building your Life Map and your Business Map. This course will expand and deepen your understanding and provide a framework for listening and transforming limitations that your clients experience in their lives. Once again, you will continue your process of creating new coaching relationships with clients of your own and you are encouraged to add one to three people at this time. Ultimately the discovery from awareness to clarity inspires alignment to what is meaningful and important so that desired action and results manifest. This course will support you and, you as a professional coach to invite the change you want to see in the world.

Electives & Fieldwork

A natural rhythm will start to emerge as you apply learning from Power of

Transformative Coaching with existing and new clients. For most participants, this is a time of fresh inspiration and the opportunity to consider specialties and niches you want to learn more about, gain tailored skills to serve and consider incorporating to our professional presence. In a one-on-one conversation with the Director of Training, you will discuss your professional development plan and select at least one elective course that further tailors your learning. This may also be the point in the program when you consider hiring a professional coach. By engaging with a professional coach who holds a current ICF credential at the PCC or MCC level, you will have a direct experience of the level of quality and artistry that you seek in your own development. In a way you will learn about being coach by being client or, by osmosis. And, that personal coach is also available at a time when your own transformation through the program is likely to be the highest. Hiring a coach is not a requirement for certification and, participants tell us that doing so accelerates learning and integration and provides an excellent support system for navigating change.

Coaching Mastery

Once you complete the four core courses plus at least one elective and, you have accumulated at least 50 coaching hours with a minimum of 5 clients, you are eligible to begin the fifth and final program course, Coaching Mastery. This comprehensive course facilitates an effective community of practice as each participant anchors learning and adopts unique artistry in the delivery of coaching behaviors. Integration is the focusing theme for this course and this happens through practice, feedback, mentoring and peer reflection and discussion that explore

the consistent of behavioral skills with the freedom for individual, personal style as coach. Over sixteen weeks, participants will read, reflect and journal, coach, complete a personal project focused on cultivating and enrolling clients as well as engage with a variety of faculty members in their role as Certified Mentor Coaches.

Supplementing the weekly session learning are six personalized sessions observing participants coaching a client and then offering professional development feedback. Feedback is delivered independent from the course interaction and occurs approximately one time every two weeks. In addition to personal dialogue, each of the six sessions is documented in writing so that participants may measure and manage progress. Participants are encouraged to record the client and the mentor coach feedback components for later review. This is a best practice for integrating learning. The combined leaning laboratory of the weekly sessions and the individualized mentor coach sessions are excellent preparation for the oral demonstration exam. The program commitment is to support your professional coach development toward achieving an advanced level of proficiency as defined by the ICF Professional Certified Coach credential level. You will receive feedback and mentoring every step along the way and in Coaching Mastery, the process provides tailored and specific insight about your understanding of the science, your demonstration of the practice and your presence as an artful professional coach.

Inspired excellence and impeccable quality as a professional coach is our shared goal and we will partner to co-create your success from the first

conversation through the rest of your career as coach. Once you participate in an inviteCHANGE program, you are a lifetime member of our community with access to audit a course at anytime for free and access to our wide array of continuing coaching education courses in order to sustain your ICF credential and expand your artistry over time.

All Program Elements Included in Tuition:

- 129 contact learning hours delivered in five core courses, plus one elective
- 10 mentor coach hours
- Webinar and web site
- Password protected access to all course materials
- Monthly Coach Care Connection webinars with inviteCHANGE Faculty and Peers
- 3-Month Peer Coaching Program
- Video, audio and document library access for creating your Coaching Toolkit
- Social media inviteCHANGE Community access via Facebook, LinkedIn and Twitter
- Professional development planning with Director of Training to tailor your training
- Written and oral demonstration exams administered by inviteCHANGE Faculty
- Graduation celebration
- Completion certificate and ICF Credentialed Coach reference letters
- Lifetime privilege to audit a CPC course at no charge

To enroll in our Certified Professional Coach program, please contact our Enrollment Specialist, Natalie Benningfield

Telephone:

Call (877) 228-2622 Ext. 102

Email:

Natalie.Benningfield@invitechange.com

Registration & Enrollment Agreements:

www.invitechange.com/register

Program Tuition Payment Plans

Choice A — Program Tuition \$8750: Courses are filled on a first-come, first-served basis, space is reserved by a \$750 deposit. Payment and registration received 45 days in advance of program start date may pay \$8000.

Choice B — Program Tuition Payment Plan: \$750 deposit with \$500/month for 16 months.

Certified Professional Coach Course Progression & Completion Requirements

Tip for Success: Keep this guide handy as a reference to manage your progress through the program and celebrate your achievements!

A. AUTHENTIC PRESENCE - 36 SCLHs

1. Part I Workshop: 3-day course or web-based, (11) 2-hour sessions
2. Part II Weekly Series: web-based, (10) 90-minute sessions
3. Generate a Planning Tool: Authentic Presence Life Map

B. ESSENTIALS OF PROFESSIONAL COACHING - 21 SCLHs

1. Workshop: 3-day course or web-based, (11) 2-hour sessions
2. Practical Application: 10-Week Peer Coaching Program
3. Initiate Client Coaching: Suggest 2-3 Clients/Accumulate 12-20 Hours
4. Book Review: first of three, focused generally or a specific niche

C. PROFESSIONAL PRESENCE - 26 SCLHs

1. Part I Workshop: 2-day course or web-based, (7) 2-hour sessions
2. Part II Weekly Series: web-based, (8) 90-minute sessions
3. Generate a Planning Tool: Professional Presence Business Map
4. Book Review: second of three, free choice

D. POWER OF TRANSFORMATIVE COACHING - 21 SCLHs

1. Workshop: 3-day course or web-based, (11) 2-hour sessions
2. Continue Client Coaching: Suggest adding 2-3 Clients/Expand to 24-40 Hours
3. Book Review: third of three, free choice
4. Optional and Recommended: Engage 8 Hours over 3 Months with a professional

E. ELECTIVE COURSE - 7 SCLHs (included in Tuition)

1. Workshop: 1-day course or web-based, (4) 2-hour sessions
2. Coach Development Plan: Create a road map for achieving artistry
3. Continue Client Coaching: Suggest adding 2-3 Clients/Expand to 48-80 Hours

F. COACHING MASTERY - 24 SCLHs **Prerequisite: Minimum of 50 Hours/5 Clients on Client Coaching Hours Log**

1. Weekly Series: web-based, (16) 90-minute sessions
2. 6 Client Calls with Certified Mentor Coach Observation & Feedback
3. Business Development: Personal Project Completion
4. Client Coaching: Achieve minimum of 100 hours with at least 8 clients

G. EXAMS

1. Complete a Written Exam with a score of at least 70 out of 100 points
2. Complete an Oral Exam with a score of at least 7 out of 10 points
3. Complete a Program Quality Survey
4. Attend Graduation Celebration

H. ICF CREDENTIAL APPLICATION

1. Request/receive ICF Credential Coach reference letters from inviteCHANGE Faculty
2. Complete ICF, on-line application form: submit inviteCHANGE completion certificate and Client Coaching Hours Log
3. Earn your globally recognized ICF Credential and proudly promote this!
4. Participate in the leading and largest global community of coaches