PROFESSIONAL COACH CERTIFICATION PROGRAMS

BE A TRANSFORMATIVE COACH

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**PROGRAM PURPOSE**

How do you demonstrate sustainable excellence as a professional coach? You will find answers and confidence in our transformative, coach-specific training programs. We invite you to experience a new relationship with change — *actively generating it* — personally and professionally in all parts of your life.

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 a journey of transformation.

The program experience supports you to live from an authentic self in order to generate sustainable excellence as a human being, a leader in your own life and in a professional role as coach.

All of our certification programs are built upon the ICF accredited curriculum and provide options for any application of coaching; applying coaching as a leader in the workplace, being an internal coach practitioner, building a coaching business or, refining an existing coaching practice through the rigor of training in the ICF framework and our signature Transformative Coaching design.

Our Generative Wholeness™ Practitioners, provide coaching, training and mentoring that will catalyze you to engage boldly, coach purposefully, partner respectfully and lead authentically.

We invite you to imagine the journey and visualize how becoming a professional coach will enhance your current life. When complete, your life will be transformed and you will have learned how to be the cause of sustainable excellence.

**EXPERIENCE THE INVITECHANGE DIFFERENCE**

**Our Signature Transformative Coaching Curriculum**

Transformative coaches create an environment of respect and absolute belief in another’s inherent wholeness, resourcefulness, capability and creativity. Within this partnership, bold unconditional curiosity and powerful questions uncover limiting beliefs and shine the light on an unlimited number of possibilities for conscious choice and lasting change. As a result clients realize and learn to continuously maximize potential professionally and personally.

Effective professional coaches demonstrate a highly refined communicating and relating skill set and mindset that liberates the core resource and capability of a person. Learning to be a Transformative Coach is also a journey of personal change. The journey begins with you so you have understanding and awareness for the process and experience you will deliver with your own clients.

Through practice, experimentation, feedback and developmental mentor coaching you will learn to witness transformative moments occur for clients. Within a highly collegial and collaborative environment, you will learn to facilitate and navigate any type of coaching session and a coaching relationship over time so that clients achieve sustainable change.

**Our Learning Philosophy**

We believe that every human being is a leader, first with self, then with family and over time...
within personal and professional community. To awaken awareness and liberate potential that brings about sustained change, leaders must engage with other in a genuine and authentic way. Bold and creative behavior is required to inspire and empower others to break through limitation and accept that each person is whole, capable, resourceful and creative.

This kind of breakthrough is generative and flows from a well of energy and possibility that springs from within. It manifests itself as a clear and conscious presence that is fearlessly creative and unconditionally curious. It is a purposeful choice guided by precision and grace that helps leaders to coach purposefully, partner respectfully, and lead authentically. Through the experiences of our lives we gain perspective and when we engage with each other in a mutual learning environment catalytic insight generates.

This describes the quality you can expect from an inviteCHANGE learning experience. We foster alignment and action that increases the level and availability of individual engagement. Each person becomes a confident agent and navigator of change.

To lead others to break old patterns and bring wholeness forward, each of us must chose to contribute our whole selves to the process and “Be the Cause” of our life experience.

**Our Practitioners**

Our practitioners are experienced industry leaders and certified professionals in a variety of disciplines.

- Transformative Coaching: Individuals and Teams
- Coach Training and Development: Leaders/Managers, Internal Coaches and External Coach Practitioners
- Mentor Coaching: Technical Competency Development, Quality Assurance, Community of Practice
- Leadership Development: High Potential Programs, Leader Succession Processes, Assessment for Development
- Organizational Development: Culture Change Consulting, Character-Driven Teams, Organizational Congruence.

Organizations and all the people inside seek to be more response-agile in the face of complexity and uncertainty. Our practitioners work in a variety of personal and professional contexts to support individuals, teams and entire organizations to be generative and experience sustaining excellence.

All inviteCHANGE practitioners have earned and sustain ICF Credentialed Member status. All practitioners have client experience in excess of 1000 hours and as many as 10,000 hours.

Each leader engages in peer coaching supervision and continuous professional development. Practitioner biographical information is found on our website.

**Our Instructional Commitments**

The inviteCHANGE method of instruction is an accelerated adult learning model. The environment includes, interactive in-person and live video-conference instruction, experiential activities, group exercises, fieldwork activities and extensive coaching practice supervised by inviteCHANGE Certified Mentor Coaches who also possess an ICF Credential at the Professional Certified Coach (“PCC”) or Master Certified Coach (“MCC”) level.

All courses include a participant manual, and typically a variety of tools, resources and written references that are made available
electronically for real time access or computer
download. Typical session size is between 9-18
participants. The participant to practitioner
ratio will usually be 9 to 1.
Successful completion of the offered programs
requires the following:
• Course session attendance
• Active session participation
• Completion of course assignments
• Accumulation of client coaching experience
  (hours logged)
• Coaching knowledge assessment
• Demonstration of coaching competence.

Our Accreditation: International Coach Federation ACTP Provider
The global standards body for the field of coaching is the International Coach Federation
(www.coachfederation.org). We are very proud
to be one of the first accredited providers
for the ICF and, our practitioners were and
continue to be volunteers for establishing high
standards of excellence for curriculum and coach competence.

We have been training coaches since the
beginning of ICF accreditation standards
in 1997 through our Certified Professional Coach (CPC) program. We added additional
programs in 2006 to support internal coach certification as well as developing skills for leaders and managers to apply coaching in an organizational context.

An important distinction for inviteCHANGE, is that we develop our CPC graduates to
demonstrate the advanced level of ICF Professional Certified Coach (“PCC”) competency. Other available programs shorter in duration develop competence to
the intermediate PCC level. Despite achieving only the minimum required client coaching experience, every participant gains confident competence beyond that level of experience.

Headquarters and the location of our Training Center is in Edmonds, WA. Please see our School Catalogue for more information and to see the benefits of enrollment in a licensed institution.

Our Company
Our core purpose is to invite people to live
and play with purpose. We fulfill this purpose through our mission to catalyze people to engage boldly, coach purposefully, partner respectfully and lead authentically.

Our Benefits
• 20 years of expertise and passion for
generative adult learning that results
in sustainable excellence for coaching competence
• Team members who are active practitioners
are accessible in and outside of courses to support learning, development and achieving professional success
• Access to advanced coach development, certified mentor coaching and coaching supervision to ensure high quality delivery for clients
• Knowledge through active participation in
global standard setting, professional ethical conduct and evidence based practice through volunteer leadership in the ICF
• Membership in a globally recognized
graduate community networking, collaboration and opportunities for creative and productive engagements
• Awakening access to your authentic self through our Transformative Coaching way.
Our Certification Programs

Certified Professional Coach

Courses and fieldwork prepares a participant to be active as a professional coach and use the skill set and mindset in a managerial or leadership role. Certification is earned when a participant demonstrates coaching at the ICF Professional Certified Coach level. Unique at inviteCHANGE, the client coaching demonstration must be the Advanced level of PCC behaviors to satisfy our high standard for Transformative Coaching work.

- Live instruction to demonstrate effective and artful Transformative Coaching is delivered through eight courses over 16 months for a total of 152 student contact learning hours

1. Maximize Potential: Transform Everyday Conversation
2. Authentic Presence & Life Map Planning
3. Essentials of Professional Coaching
4. iC Virtual Library: Core Competency Insights (Self-Study Video Modules)
5. Specialty Elective (Choose 1)
6. Professional Presence & Business Map Planning
7. Power of Transformative Coaching
8. Coaching Mastery

- Fieldwork includes 20 sessions of peer coaching practice, 100 hours of client coaching experience and six sessions of individual mentor coaching for development feedback
- Personal Coach Advisor support throughout the program as both an advisor for program progress and for personal coaching in order to experience Transformative Coaching first hand and be supported in learning at the same time
- Preparation and testing for coaching knowledge and competency demonstration.

Internal Certified Coach Pathway

Designed as a progressive learning approach this 60 student contact learning hour course builds a new communication skill set and a new relational mindset a little bit at a time so it is integrated and applied at each step of the learning experience.

- Live instruction is delivered inside an organization through three courses over 6-9 months tailored to the culture and stage of coaching program development for coaching
1. Foundations of Coaching
2. Frameworks of Coaching
3. Community of Practice

- Fieldwork includes peer coaching practice client coaching experience and group and individual mentor coaching for development feedback
- Introduction to applying coaching with groups and teams as well as instruments that support leader development individually and in teams
- Preparation and testing for coaching knowledge and competency demonstration.
Credentialed Coach Pathway
This program is tailored specifically to coaches who are already practicing and long to increase competence and quality through developing the skills and behaviors that comprise the ICF Core Competency Framework. The curriculum provides 60 student contact learning hours plus 10 mentor coaching hours as required by the ICF to earn an Associate Certified Coach credential.

- Live instruction is delivered through a collegial community of practice environment over 24 weeks
  1. Structures of Coaching Partnerships
  2. Coaching for Sustainable Excellence
  3. Competency Knowledge & Application

- Fieldwork includes peer coaching triad sessions, client coaching experience plus group and individual mentor coaching for development feedback
- Preparation and testing for coaching knowledge and competency demonstration as well as selection of client session recordings for an ICF credential application.

Detailed CPC Course Descriptions

MAXIMIZE POTENTIAL: TRANSFORM EVERYDAY CONVERSATIONS
This course will introduce the cornerstone principle of coaching: perceive and accept each person as whole, resourceful, capable and creative. Participants will initiate unlearning of advice, mentoring and consulting in favor of listening and being curious on behalf of another person. Through discussion and practice activities, the course introduces the principles of coaching presence so that each person discovers how to create and change the future through a coach approach to conversation.

AUTHENTIC PRESENCE
& LIFE MAP PLANNING

Access the Path to Sustainable Wholeness
The focus of this course is a direct experience of inviteCHANGE, Transformative Coaching as the client of both individual and group coaching. Learn how to create a life of sustainable freedom, what we call being personally sovereign. This way of being offers unlimited possibilities and the ability to stand in the eye of who you truly are.

The content 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 two decades 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. As you begin your certification journey, we invite you to be your first client and explore some key questions including:
- What ignites your creativity and imagination in your life?
- What are you passionate about contributing to life?
- What does personal sovereignty mean to you?
- What would you generate for yourself and your community if you lived moment to moment from wholeness— the freedom to express from essence in all relationships?

When you engage with life from the internal view of essence and values, everyone in your field of relationships will experience an attractive magnetism. Increased quality of life will also occur along with a natural invitation for creating new relationships with clients that match your inspiration and focus as a service professional in coaching.

During the ten-week Life Map Planning portion of the course, you will have a direct client experience of Transformative Coaching and the pathway toward choosing sustainable behavior change. The evidence of this process will be a physical, “Life Map” that evocatively describes your practices for living from essence, your life mission, your values and guiding principles and a set of intentions, choices and actions by which to transform each of nine areas of life you are inspired to pursue.

This course builds a very important mindset foundation for being coach so you are effectively prepared to add the relating and communication skill set of coaching that is introduced in the next course.

**ESSENTIALS OF PROFESSIONAL COACHING**

**Apply the Power of the Coaching Approach**

This course focuses on the professional coaching skills, the structures and processes of client coaching relationships and an introduction to the ICF Code of Ethics and Professional Conduct.

Coaching is both a relating and a communicating competency. During the course you will learn about creating an attractive thinking partnership with prospective clients and how to structure a typical coaching relationship including how to begin a relationship, negotiate a coaching contract, conduct an initial discovery session and maintain weekly sessions over a period of at least three months.

Immediately following the three-day course, you will engage with two peers in a weekly coaching/client relationship in order to integrate your course learning in a trusted relationship. This occurs independently, scheduled at the convenience of you and your peer and provides direct experience of a typical coaching relationship that occurs over the course of three months.

We also encourage you to engage with at least one and up to three individuals as paying clients. These may be people who are known to you that you imagine are typical of who you envision as your “ideal” client and are already receptive to the idea of coaching through you.

This will provide an additional opportunity to apply the skill building for enrollment, contracting, initial sessions and working with a client over time.

Accumulated experience with clients prepares you to receive individualized feedback by working with an inviteCHANGE Certified Mentor Coach. The first of six sessions with a mentor coach will occur before you complete Part 1 of the program.
Once you begin engaging directly with clients, your peers and those you decide to serve, you will perceive and understand the core coaching competency skills and behaviors in a practical way. You will start to notice opportunities and maybe even challenges for how to use the skills and behaviors in a more creative way that is unique to your essence.

We have created an eleven-module video based learning experience that covers each of the ICF competencies. This is required learning for the program, however, it is completed at your own pace, moving as quickly as you wish and returning to the modules as frequently as you wish.

A combination of presentation, discussion and demonstration is offered by a recording with two course leaders speaking to the practical application of the competency being covered. At the conclusion of each module a series of reflection questions are offered for you to capture your insight and deepen learning.

A natural rhythm will start to emerge as you apply learning from Essentials of Professional Coaching with existing and new clients.

For most participants, this stage of the training is a time of fresh inspiration and the opportunity to consider specialities and niches you want to learn more about.

You tuition includes the choice of one Specialty Elective from the options offered on our website.

**PROFESSIONAL PRESENCE & BUSINESS MAP PLANNING**

*Generate Your Professional Signature*

inviteCHANGE Professional Presence & Business Map Planning applies Transformative Coaching to a professional context, being a coach as a professional business role.

Whether you intend to offer professional coaching from inside an organization or as an external service provider, this course will build awareness, clarity and alignment with the business leadership values most important to you that manifest the business results you define as the measure of professional success.

The program workshop will facilitate clarity and alignment with values and guiding principles that clearly express your unique coaching service offer. We will explore questions you may have such as:

- As a professional coach, how might you want to apply coaching in your life, such as Career, Business, Balance, Creativity, etc.?
- Who do you want to work with and how will you present your services in a way that honors your unique value?
- What choices do you have for your ideal client group(s) and what will be your preferred ways to connect and communicate?

Building on the insights from the workshop
portion of the course, you will engage in a small group over four sessions to construct a 180-Day Commitment Map for developing your successful business. This is not traditional business planning. The Business Map sessions are instead focused on your values, beliefs and intentions for building and sustaining a thriving business from inside out rather than outside in.

We will share the 4Cs of Professional Presence so you have a repeatable process by which to transform your business over time. Learning to claim your excellence as a professional coach, communicate that from your essence, collaborate with others base upon mutual conditions of satisfaction and success will lead you toward connecting with your ideal clients. Remember that you do not 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. Through this course you will discover the ways of being that are your unique professional sovereignty and how to sustain expression from essence in your business practices.

At this point in the program, you will continue creating new coaching relationships, expanding up to three more clients. The second of six sessions with an inviteCHANGE Certified Mentor Coach will occur some time prior to the next course, scheduled at your convenience.

POWER OF TRANSFORMATIVE COACHING

Apply the Coaching Approach to Create Conscious Change

inviteCHANGE Power of Transformative Coaching will refine your competence and impact. This course will deepen skills to perceive for meaning beneath judgment and unleash your natural curiosity; ask unconditional questions that activate innate creativity; uncover and surrender limiting beliefs.

Through practice, experimentation and course session mentoring you will learn to witness transformative moments as these occur for clients. In turn, you will learn to facilitate and navigate a coaching session and overall coaching relationship so that clients achieve sustainable change.

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 you 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 similar to what likely showed up when you were building your Life Map and 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. The third of six sessions with an inviteCHANGE Certified Mentor Coach will occur some time prior to the next course, scheduled at your convenience.

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 personally and, you as a professional coach to invite the change you want to see and be the cause of in the world.

COACHING MASTERY
Express Your Artistry and Professional Competence

inviteCHANGE Coaching Mastery is a community of practice that will support you to identify and embody your unique signature as a coach. This course will strengthen your core coaching competency demonstration; offer personalized mentor coaching and allow you to engage in peer learning labs weekly.

Entry into this final course in the program requires the following:
- Completion of all prior course work
- Client coaching hours experience of 50 hours with at least 5 different clients
- 3 Individual mentor coaching sessions

Through practice, feedback, mentor coaching, peer reflection and group discussion you will exemplify your unique personal style as coach while strengthening demonstration of the ICF Core Coaching Competencies.

Over sixteen weeks, participants will read, reflect, journal and coach. Three additional individual, mentor coach sessions will occur and are expected to be complete by the end of this final course. The personalized interactions with inviteCHANGE Certified Mentor Coaches, focuses on your client session recordings with competency-specific development feedback delivered in both oral and written form.

This mentor coach feedback is delivered independent from the course interaction and occurs approximately one time every three weeks. In addition to personal dialogue, each of the sessions is documented in writing so that participants may measure and manage progress. Mentor coaching sessions are recorded so that participants may revisit the feedback at a later time to support development of new practices.

This is a best practice for integrating learning. The combined learning laboratory of the weekly sessions and the individualized mentor coach sessions are excellent preparation for the final demonstration exam required to earn your certification.

The Coaching Mastery 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.

Once you reach a minimum of 100 hours coaching clients, and your Client Coaching Hours log is approved by the Director of Training, you will then prepare and complete your final client session recording that demonstrates your best work. That session is assessed based upon ICF competency standards by two inviteCHANGE assessors.

Completion Requirements
Part 1: inviteCHANGE Professional Coach
- Course attendance and assignments for 79 hours of coach specific training
- 1 Mentor Coach Session
- 1 Coaching Knowledge Assessment
- 1 Client Session Demonstration Assessment.
Part 2: inviteCHANGE Certified Professional Coach

- Course attendance and assignments for 73 hours of coach specific training
- 5 Mentor Coach Sessions
- 2 Coaching Knowledge Assessments
- 1 Client Session Demonstration Assessment.

Program Delivery Options

Two delivery formats create choice to support your learning style preferences and lifestyle needs for flexibility.

Each format fully facilitates our pioneering, generative adult learning design and both hard copy and electronic access to participant materials, tools and resources.

Delivery option A:
Course participation occurs by 100% Live Video Conference. Participants see each other and the course leader in real time, allowing for a natural, live interaction. When exercises and activities are conducted for pairs and triads, breakout rooms are available to support the practice and then a return to a main room for group discussion.

Delivery option B:
Course participation occurs by a combination of Live Video Conference, attendance at our Training Center in Edmonds, WA and video self-study.

The following courses are offered at our Training Center and require physical attendance if you select this delivery option.

- Maximize Potential: Transform Everyday Conversation
- Authentic Presence
- Essentials of Professional Coaching
- Professional Presence
- Power of Transformative Coaching
- Specialty Electives occur in both delivery formats.

INTERNAL CERTIFIED COACH PATHWAY PROGRAM COURSES

Designed as a progressive learning approach this 60 contact learning hour course builds a new communication skill set and a new relational mindset a little bit at a time so it is integrated and applied at each step of the experience. Learning to use the mindset and skill set of coaching occurs through practice.

Program Learning Outcomes

- Learn the fundamentals for partnering with colleagues in the workplace through the role of a coach. Create an action plan to implement your learning and engage in development toward artful demonstration of the coaching skillset and mindset.

- Realize your unique strengths and style so that you can leverage these in a meaningful, strategic way with your team, your organization, and your business.

- Receive valuable insight into your coaching development through extensive practice along with mentor coaching and self-reflection techniques. You will gain fluency in practical tools for your coaching practice that ensures ethical conduct and client engagement success.

- Focus your attention on the big picture view of your leadership role so that you expand personal empathy, compassion and understanding for the positive contribution available through serving others by engaging as a coach.

Course 1: Foundations of Coaching
As accomplished professionals, participants enter the first course to gain clarity about the distinction between what is known about communicating and relating and the coaching mindset and skill set. The curriculum is tailored to a company's relevant context and culture so that coaching competence is developed for leadership development personally and in the role of being coach inside the organization.

**Fieldwork**  
- Peer Coaching Practice

**Course 2: Frameworks of Coaching**  
Having begun the application of the skill set with peers, this second course will explore a variety of transformative models and techniques that support clients in creating sustainable excellence as leaders in the organization and in the whole of life.

**Fieldwork**  
- Peer Coaching Practice  
- Video Self-Study  
- Assessment Tool Introduction

**Course 3: Community of Practice**  
Delivered in 8, 2-hour live video-conference sessions, this part of the program is a collegial learning laboratory. Participants will engage in coaching live in the group and receive development feedback that affirms strengths developing and introduces ideas for stretching to a new level of competence. Discussion of experience with clients as coaching is applied in the organization is also invited to reinforce the process tools imparted in the previous two courses. Group mentor coaching occurs to ensure behavior development to at least an Advanced ICF Associate Certified Coach “ACC” level.

**Fieldwork**  
- Client Coaching Practice  
- Individual Mentor Coaching

**Program Delivery Options**  
A thorough discussion occurs with organizational leaders who sponsor the creation of an internal coaching program. The culture, desired pace and selection of candidates are considered when determining the optimal delivery option for learning and immediate application in the workplace.

Generally this program is delivered through a combination of physical course room and video-conference technology. The first two courses encompass 6.5 days of physical course room delivery and may also be delivered 100% virtual. The third course, Community of Practice is always delivered via live video-conference format.

**CREDENTIALED COACH PATHWAY PROGRAM COURSE**

Is your personal vision as coach to demonstrate competence, mastery, ease and artistry? Is the current reality of your coaching practice in alignment with your vision? Perhaps you are longing to raise your level of competence and artistry and earn an ICF credential award. Do you know that coaches who earn a credential from the International Coach Federation earn 25% more than those without it?

Upon graduation from this International Coach Federation, (“ICF”) accredited curriculum you will have incorporated the ICF Code of Ethics and Professional Conduct standards, Core Coaching Competency skills and behaviors and best practices shared by practicing coaches into your professional presence. You will be a more competent,
professional and confident coach with the ability to apply our Transformative Coaching approach in diverse situations, both personal and professional in nature.

You will also be fully prepared to apply for an ICF credential or earn the next advanced level credential award.

Your learning at inviteCHANGE balances three essential areas of development:
1. Expanding and Deepening Personal Presence as Coach
2. Coach-Specific Competency Demonstration and Knowledge
3. Transformative Coaching Artistry

The course is designed for individuals who are currently practicing coaching, have familiarity and some understanding about the ICF Core Coaching Competencies and are seeking an excellent learning experience to deepen and integrate the foundation of the coaching profession.

Delivered in 24, 2-hour live video-conference sessions as a collegial learning circle, the curriculum focuses on skill and behavior development to at least an Advanced ICF Associate Certified Coach “ACC” level and for most, an Intermediate ICF Professional Certified Coach “PCC” level demonstration.

**Part 1: Structures of Coaching Partnerships**

Our curriculum uses the coaching mindset and skill set in the design of the experience. This remarkable competency is learned by application. Every session will provide opportunities for practice and feedback. Part 1 focuses on the structure of coaching partnerships including contracts, coaching plans, session flow and the framework of the ICF Core Coaching Competencies.

**Fieldwork**
- Peer Coaching Practice

**Part 2: Coaching for Sustainable Excellence**

Clients seek a coach for change and in order for that change to sustain and lead to excellence it is important to build awareness, clarity and alignment with what matters most in a client’s life. This part of the course will focus on developmental planning with clients and introduces our signature transformative methods.

**Fieldwork**
- Peer Coaching Practice
- Client Coaching Practice
- Mentor Coach Session #2 & #3

**Part 3: Competency Knowledge & Application**

This part of the course offers activities to confirm knowledge, explore ethical conduct practices and prepare for an ICF Credential application.

**Fieldwork**
- Peer Coaching Practice
- Client Coaching Practice
- Mentor Coach Session #4

**Program Delivery Options**

The program courses are delivered in a live video-conference course room that fully facilitates our pioneering, experiential adult learning design. Sessions are 2 hours each week over the course of 6 months. A public schedule is available beginning in January and June. Custom schedules are available for teams of coaches inside organizations in groups of at least 6 and up to 9.

**ENROLLMENT & ADMISSIONS PROCESS**

Choosing to engage in a learning experience that is transformative is a courageous step and one
that benefits from a thoughtful approach. We designed our enrollment process to provide you with both an experience of our team members and specific content knowledge about our philosophy, curriculum design and delivery methodology.

Please be our guest for the series of opportunities offered below that are our enrollment admissions process. Schedules for events are available on our website, www.invitechange.com and you are welcome to call anytime to speak with our Enrollment Services Manager, our Director of Training and our Practitioners who will be Course Leaders, Coach Advisors and Mentor Coaches throughout your program.

**Live Introduction to Transformative Coaching**

Webinars feature our Director of Training, Janet M Harvey, ICF Master Certified Coach.

**30 Minute Virtual Lunch & Learn:**
Informative introduction to program scope and benefits specific to individual learning styles and development goals.

**60 Minute Intro to Transformative Coaching:** Expanding upon the “Lunch & Learn” format, this webinar explores our signature transformative approach to sustaining excellence and includes Q & A and coaching demonstration.

**“Open House” Introduction to inviteCHANGE Programs**

Offered on Saturday morning, this three-hour experience allows for a full coaching demonstration with discussion and a review of the range of programs available at inviteCHANGE for individuals and for organizations. Whether you are interested to engage a professional coach, receive consulting services to increase sustaining excellence in your workplace or you want to gain the skill set and mindset of a professional coach, this is the opportunity for you.

**One-on-One with our Enrollment Services Manager**

Offered in our Training Facility or via live video-conference and/or telephone, this session is a personal discussion about the program philosophy, curriculum, schedules, tuition and benefits. It is a required step in the enrollment process that will conclude with submission of an application and provide the opportunity to finalize enrollment with a personal Coach Advisor.

After your personal interview with our Enrollment Services manager, here are the easy next steps to become enrolled in our Certified Professional Coach program:

1. Complete an online Registration form
   - Pay the $100 application fee to hold a seat in the cohort of your choosing
2. Complete a History & Objectives form and sign the Program Coaching Agreement
3. Meet your Coach Advisor to confirm your training plan and program eligibility
4. Sign your contract
   - Tuition subscription payments begin five business days after signing

After your personal interview with our Enrollment Services manager, the steps for other programs will be outlined, including a discussion with the Director of Training to ensure eligibility.

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**To enroll in any of our programs, please contact our Enrollment Services Manager.**

**Telephone:**
877.228.2622 Ext 102 or 425.778.3505 Ext 102

**Email:** enroll@invitechange.com

**Online Contact Request:**
www.invitechange.com/about-us/contact-us.php