

QuickStep Professional Coaching Program – Part 1 2019 Class Schedule (MAPD 5310)

DATE	CLASS	Reading	ASSIGNMENTS & DUE DATES
Aug 27	Class 1: Introduction – Asking vs. Telling		
	<ul style="list-style-type: none"> Overview of Foundational Life Coaching I Course What is Coaching? Clip, discussions & Coaching Demo 		Assignment: Worksheet for Coaching Topics Assignment: Write your own Definition of Coaching
Aug 29	Class 2: The Coaching Agreement		
	<ul style="list-style-type: none"> Demo / Coaching Agreement / Refine the Goal ICF Core Competencies & Code of Ethics 	CU – Ch. 1 LC – 1-78	
Sept 3	Class 3: Designing Safe Spaces & Being an Empty Vessel		
	<ul style="list-style-type: none"> Demo / Creating the Coaching Relationship 	CU – Ch. 2	Assignment: Interview 2 Coaches
Sept 5	Class 4: The Coaching BRIDGE – Model		
	<ul style="list-style-type: none"> Demo / The Coaching BRIDGE model Partner Coaching: “Focus” 5 min. 		Handout: Coaching BRIDGE, Minimum Coaching Skills
Sept 10	Class 5: Focusing on What Really Matters		
	<ul style="list-style-type: none"> Demo / Paradigm Shifts / Coaching Opportunities Context for Coaching / Context Around Roles Partner Coaching: “Focus” 5 min. 	CU – Ch.3	Personal Definition of Coaching - (Paper Due)
Sept 12	Class 6: Skill #1 – Intuitive Listening		
	<ul style="list-style-type: none"> Demo / Active Listening / Personal Filters / Partner Coaching: 15 min. 	CU – Ch. 4 LC – 143-174	
Sept 17	Class 7: Skill #2 – Powerful Questioning		
	<ul style="list-style-type: none"> Demo / Powerful Questioning Partner Coaching: 15 min. 	CU – 6 LC – 175-200	
Sept 19	Class 8: Speaking Truth & Exploring from the Inside Out		
	<ul style="list-style-type: none"> Demo / Communicating Well / Neutral Language / Power of Words Partner Coaching – 20 min. 	CU – 5	Assignment: Guiding Principles
Sept 24	Class 9: Skill #3 – Encouraging Action Skill #4 – Giving Support		
	<ul style="list-style-type: none"> Demo / Designing an Action Plan / Planning, Managing, & Accountability Partner Coaching: 25 min. 	LC – 229-250	Assignment: DISC Assessment
Sept 26	Class 10: Guiding Principles		
	<ul style="list-style-type: none"> Partner Coaching: 25 min. 	CU – 3 LC – 251-268	Guiding Principles - (Paper Due)
Oct 1-4	FALL BREAK		
Oct 8	Class 11: Personality Styles / Contracts		
	<ul style="list-style-type: none"> Demo / Personality Assessment & Agreements Partner Coaching: 25 min. 		Interview 2 Coaches – (Paper Due) Handouts: Contracts / Coaching Log
Oct 10	Class 12: Practice Lab		
	<ul style="list-style-type: none"> Demo / Practice Lab & Recording 		Coaching BRIDGE Questions - (Paper Due)
Oct 15	Class 13: Audio Recordings of Coaching		
	<ul style="list-style-type: none"> Listen and evaluate a Recorded Coaching Session 		
Oct 17	Class 14: Audio Recordings of Coaching		
	<ul style="list-style-type: none"> Listen and evaluate a Recorded Coaching Session 		Email Recorded Coaching Evaluation to prof. - (Paper Due)
Oct 22	Class 15: Achieving Your ICF Credential / Review Core Competencies & Ethics		
	<ul style="list-style-type: none"> Achieving an ICF Credential / Review Core Competencies & Ethics 		

Disclaimer: We reserve the right to make minor adjustments before or during a course.

QuickStep Professional Coaching Program – Part 2

2019 Class Schedule (MAPD 5315)

DATE	CLASS	Reading	ASSIGNMENTS & DUE DATES
Oct 29	Class 1: Competency #1 Meeting the Ethical Guidelines and Professional Standards		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	Handout: ICF Core Competencies & Code of Ethics Assignment: Why have Core Competencies or a Code of Ethics? 1-page paper
Oct 31	Class 2: Competency #2 Establishing the Coaching Agreement		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	Why have Core Competencies or a Code of Ethics? (Paper Due) Assignment: Find three people to coach this semester.
Nov 5	Class 3: Competency #3 Establishing Trust and Intimacy with the Client		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	Assignment: Set up FreeConferencePro.com. Handout: Coaching Permission Forms
Nov 7	Class 4: Competency #4 Coaching Presence		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	Assignment: Record your own coaching session, transcribe it, and email it to professor. (Due Nov. 14)
Nov 12	Class 5: Competency #5 Active Listening		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	
Nov 14	Class 6: Competency #6 Powerful Questioning		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	Recorded Session #1 – (Due)
Nov 19	Class 7: Competency #7 Direct Communication		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	Assignment: Record your own coaching session, transcribe it, and email it to professor. (Due Nov. 26)
Nov 21	Class 8: Competency #8 Creating Awareness		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of this competency. Practice coaching using this competency to improve proficiency. 	ICF Core Competencies	
Nov 26	Class 9: Competency #9 Designing Action / Competency #10 Planning and Goal Setting / Competency #11 Managing Progress and Accountability		
	<ul style="list-style-type: none"> Analyze a coaching session by discovering new applications of these competencies. Practice coaching using these competencies to prove proficiency. 	ICF Core Competencies	Recorded Session #2 – (Due) Assignment: Ethical Scenarios 1-25 (Handout - Scenarios)
Nov 28	THANKSGIVING BREAK		
Dec 3	Class 10: Ethical Conduct Review Process & Ethical Scenarios: (Preamble – Section 2)		
	<ul style="list-style-type: none"> The importance of the Ethical Conduct Review Process. Analyze scenarios (Preamble - Section 2) and share your conclusions. 	ICF Code of Ethics & Ethical Conduct Review Process	Answers to Ethical Scenarios: Preamble – Section 2 (Paper Due) Handout: ECR Process
Dec 5	Class 11: Ethical Scenarios: (Sections 3-5)		
	<ul style="list-style-type: none"> Analyze scenarios (Sections 3-5) and share your conclusions. Critique a recorded coaching session. 	ICF Code of Ethics Scenarios	Answers to Ethical Scenarios: Sections 3-5 (Paper Due) Assignment: Record your own coaching session, transcribe it, and email it to professor. (Due by Dec. 12)
Dec 10	Class 12: Practice Coaching Session		
	<ul style="list-style-type: none"> Class will observe 2 coaching sessions. 	ICF Core Competencies	
Dec 12	Class 13: Practice Coaching Session		
	<ul style="list-style-type: none"> Class will observe 2 coaching sessions. 	ICF Core Competencies	Recorded Session #3 – (Due)
Dec 17	Class 14: Practice CKA Exam		
	<ul style="list-style-type: none"> Online Practice Exam. 	ICF Core Competencies	
Dec 19	Class 15: Practice Exam Discussion for ICF Coach Knowledge Assessment (CKA)		
	<ul style="list-style-type: none"> Discuss answers to Practice Exam. Practice coaching to prove proficiency. 	ICF Core Competencies	

Disclaimer: We reserve the right to make minor adjustments before or during a course.