



HOLISTIC COACH TRAINING INSTITUTE

**Holistic Coach Certificate Course
Outline & Agreement**

SUGGESTED WEEKLY ACTIVITIES:

1. **Access module materials** through the learning portal. Work through materials at your own pace. Content is unlocked by completing all module materials and checking off the boxes to unlock the next module. Each module has training videos, handouts and an exercise to complete to support you in applying the materials. Learning Portal Login:
<https://members.holisticcoachtraininginstitute.com>. Should you have a problem with log-in, contact: requests@smd.help. Login and password are provided to you within days of signing up for the course. Check Spam Folders if you haven't received it before reaching out to the support team.
2. **Practice skills, templates and coaching outline** with a practice Client. We encourage you to find someone to coach weekly so that you can try on each of the core competencies, scripts and skills and have your unique learnings. We suggest completing at least 10 sessions with someone for 30-45 minutes, as it's helpful to experience working with one Client for a longer container.

Our recommendation is completing at least 1 module each week, coaching a Client each week while in the program using the Session Outline provided and engaging all exercises to the best of your ability to set yourself up for success.

Program Contact Info:

Email - info@holisticcoachtraininginstitute.com

Website - www.holisticcoachtraininginstitute.com

Phone - (904) 469-6009

Title of the program:

Holistic Coach Certificate Course

General program vision and goals:

Empowering professionals to learn ICF Core Competencies, Ethics and Standards. The goal of the course is to support you in learning coaching skills while applying a holistic approach to your coaching at your own pace.

List of Modules:

Welcome & Getting Started:

Program Outline & Agreement

Module 1: Definition/Philosophy/Guiding Principles

Providing ICF definition of coaching, exploring coaching philosophy and holistic coaching guiding principles

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 2: ICF 8 Core Competencies

Providing Core Competency Model and 8 Core Competencies

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 3: Coaching Session Outline

Providing a session outline template

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 4: ICF Ethics

Providing the International Coaching Federation Ethics, Standards and Values

2 hours

Core Competency #1

Delivered through training videos, handouts and exercise

Module 5: Embodies a Coach Mindset

Create your own reflection practice

2 hours

Core Competency #2

Delivered through training videos, handouts and exercise

Module 6: Discovery Call Meets Ethics

Align your Discovery Calls with ICF ethics

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 7: Establishes and Maintains Agreements

Clarifying the coach agreement and measure of success

2 hours

Core Competency #3

Delivered through training videos, handouts and exercise

Module 8: Initial Session

How to create an effective partnership with a Client

2 hours

Core Competency #2, Core Competency #3 and Core Competency #4

Delivered through training videos, handouts and exercise

Module 9: Cultivates Trust and Safety

How to develop trust and safety in the coaching partnership

2 hours

Core Competency #4

Delivered through training videos, handouts and exercise

Module 10: Maintains Presence

How to prepare for a coaching call for ultimate presence

2 hours

Core Competency #5

Delivered through training videos, handouts and exercise

Module 11: Listens Actively

How to develop your listening around what you are hearing, not hearing or curious about

2 hours

Core Competency #6

Delivered through training videos, handouts and exercise

Module 12: Powerful Questions

How to ask questions that evoke discovery, insights or challenge perspective

2 hours

Core Competency #5, Core Competency #6 and Core Competency #7

Delivered through training videos, handouts and exercise

Module 13: Direct Communication

How to provide direct communication around your active listening, intuition and metaphors

2 hours

Core Competency #5, Core Competency #6 and Core Competency #7

Delivered through training videos, handouts and exercise

Module 14: Evoking Awareness

How to increase awareness through acknowledgment and strength-based coaching

2 hours

Core Competency #7

Delivered through training videos, handouts and exercise

Module 15: Facilitates Client Growth

How to help Client turn insight into action, planning and accountability

2 hours

Core Competency #8

Delivered through training videos, handouts and exercise

Module 16: Managing Progress

How to check progress at the beginning of a session, halfway through a coaching container and wrap-up a coaching container

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 17: Session #1 & Session #2

Listen to first two sessions of a coaching container

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 18: Session #3 & Session #4

Listen to middle two session of a coaching container

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 19: Session #5 & Session #6

Listen to the final two sessions of a coaching container

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Module 20: Test and Cose-out

Take the test 20-question test and wrap-up certificate course

2 hours

All Core Competencies

Delivered through training videos, handouts and exercise

Number of student contact hours included in the course:

20 Modules x 2 hours to complete each module including training materials and exercise = 40 hours (Asynchronous)

For a total of 40 hours of coach education

Should you want to upgrade to our ICF Level 1 accredited Holistic Coach Certification Program then you are eligible to apply \$1000 from the purchase of this course to the purchase of the Holistic Coach Certification Program. This upgrade offer is available within 12 months from the date of purchase for the Holistic Coach Certificate Course. Email us at info@holisticcoachtraininginstitute.com if you'd like to complete this upgrade.

If you are curious about the ICF's requirements for credentialing, you can see that information here:

<https://coachingfederation.org/credentialing/icf-credentials-overview/compare-credentials/>. Let us know if we can support your credentialing needs.

Learning Goals:

- Enhance your understanding of the coaching process
- Enhance your understanding of the ICF Core Competencies
- Apply ICF Core Competencies, Ethics and Standards to your coaching practice
- Apply a holistic approach to the coaching conversations and practice
- Complete exercises that support you in coaching clients

Coaching Philosophy:

Holistic Coaching empowers "the whole person" to reach their full potential in all areas of their life encompassing the mental, emotional, physical, and spiritual levels. This philosophy applies to the Coach and Coachee.

List of Lead Instructors:

Lead Instructor: Beverly Sartain, PCC

Learning Philosophy:

Engaging the weekly video lessons with handouts, coaching with a practice Client, and completing an exercise for application offer a comprehensive approach to learning and developing your coaching skills that will prepare you for long-term success with your coaching. This is a self-directed course that allows you to move through the materials at your pace.

Languages that the program is delivered in:

English

Intended participants:

Professionals who wish to learn and enhance their understanding of the ICF Core Competencies, Ethics and Standards while applying a holistic approach. These professionals intend to use coaching as an additional skill to their current work or as the basis for their business or organization.

Requirements that the student must agree to in order to enter the program:

- Suggested to have about 3 hours available each week.
- Review and agree to the outline and agreement.

Requirements for completion of the program:

- Complete all modules including training materials and exercises.

- Complete and pass a 20-question Test with a 70% or above (Module 20)

Once these requirements are met, students are provided a certificate of completion at the end of the program verifying that they completed the coach education hours. Students have 24 months to access and complete the course starting from the date of sign-up.

Policies on payment of tuition:

There is a pay-in-full option only of \$1450. We use Stripe as our invoicing system unless custom invoicing is created.

Refund Policy:

Full refunds are issued if a notice to cancel is received within 3 days after initial payment is made. There are no refunds after 3 days from the time of initial payment. In order to qualify for a refund within the 3 day period, an email must be sent to info@holisticcoachtraininginstitute.com requesting cancellation.

Limited Liability:

Sartain Soulutions, LCC DBA Holistic Coach Training Institute (Organization) makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the services negotiated, agreed upon and rendered. In no event shall the Organization be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Organization's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Organization under this Agreement for all services rendered

If there is something you are curious about that is not included in this outline and agreement, feel free to ask.