



HOLISTIC COACH TRAINING INSTITUTE

**Holistic Coach Certification Program Advanced
Outline & Agreement**

(Please read this document in its entirety and let me know if you have any questions)

Welcome to this amazing experience where you will be advancing your best coaching Self. You have taken another step forward in developing yourself personally and professionally. Hats off to you for your continued commitment to grow. **I am here to partner up with you**, and support you along the way.

We are truly in this together! You are an important part of the group. Always remember that you are adding your essence, whether you are showing up or not. This truly is a collective energy of people who intend to make a meaningful impact in the world. As your Coach Trainer, I'm here to support the highest good for all! All I ask is that you show up as powerfully as you can, try on the new info you are receiving and share your learnings with us. **This program is focused on learning and delivering the ICF PCC Markers.**

In order to create trust, safety and presence for yourself and others, [check out the Standards of Presence](#).

This goes without saying, but the people who show up consistently, implement what they are learning and share their experience are the people that do the best and receive the most value. Remember that you create value for yourself.

I've created a very intentional program so that you can learn the ICF PCC Markers and coach towards the PCC level.

I can't wait to see what we create together.

Bev 🙏💜

WEEKLY REQUIREMENTS:

1. **Access module materials** through the learning portal. Look over all materials. Come to our live sessions with questions or comments about each lesson. I love to be interactive with you, and we all learn from one another. Please know your questions and thoughts are welcomed. Content is dripped out weekly. Learning Portal Login: <https://members.holisticcoachtraininginstitute.com>. Should you have a problem with log-in, contact: requests@smd.help.com. Login and password are provided to you within days of signing up for the program, if you don't already have access to the learning portal. Check Spam Folders if you haven't received it before reaching out to the support team. All content is also posted in the LinkedIn group for your convenience.
2. **Practice skills, templates or session outline** with a coaching partner for a total of 1-1.5 hours each week. You coach them for 30-45 minutes, and they coach you for 30-45 minutes. Please respect people's time and schedule sessions when convenient to both parties. I've provided you the ICF Tracking Sheet so that you can continue to accumulate hours. You will need to log 12 hours of you coaching someone else by the end of the program. You will be asked if you would like to be paired with someone in the class but can coach with other people, if you like. Best practices are to respect confidentiality, be dependable and be coachable.
3. **Attend live sessions.** When attending live, be sure to be present and available to coach, share and interact. My preference is that you are on camera. Class recordings will be posted within 48 hours in the LinkedIn group for the week and will then be taken down. These recordings are confidential and are not meant to be shared with other people not in our class. If you do miss a class, watch the replay and share your learnings in our LinkedIn group. Replays will be available for 14 days and then will be discarded.
4. **Post in the LinkedIn Group.** Posting in the online group is optional, but highly recommended as it gives you another place to be accountable and supported. Best use would be to share your biggest take-aways or learnings from each lesson so that you can ground and deepen your awareness as we move through all the Modules. Post as much as you want. This is your space to connect, to share, to celebrate together! Make sure feedback is positive, supportive and coaching in nature. This is a great place to practice your coaching skills by asking each other powerful questions.

Program Contact Info:

Email - info@holisticcoachtraininginstitute.com

Website - www.holisticcoachtraininginstitute.com

Phone - (904) 469-6009

Title of the program:

Holistic Coach Certification Program Advanced

General program vision and goals:

Empowering professionals to become credentialed Coaches using the ICF Core Competencies, Ethics and Standards. The goal of the program is to support you in learning and applying the ICF PCC Markers to your coaching while deepening in a holistic approach.

List of Classes/Modules:**Before We Begin:**

Program Outline & Agreement

ICF Tracking Sheet

Module 1: Who versus What

How to include the who and what in your coaching to address the whole person

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 2: Session Outline Advanced

Providing a Session Outline that addresses the PCC Markers

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 3: ICF PCC Markers

Providing the 37 ICF PCC Markers to hit in a coaching conversation

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 4: Session Outline - Master Copy

Providing a master copy of the Session Outline that outlines the application of the PCC Markers

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 5: Demonstrates Ethical Practice

Provide ways to Demonstrate Ethical Practice in a PCC coaching conversation

2.5 hours class time

Core Competency #1

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 6: Embodies A Coaching Mindset

Provide ways to Embody A Coaching Mindset in a PCC coaching conversation

2.5 hours class time

Core Competency #2

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 7: Exercise

How to support setting the tone through a Holistic Progress Check-in

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 8: Establishes and Maintains Agreement

Provide ways to Establish and Maintain Agreement in a PCC coaching conversation

2.5 hours class time

Core Competency #3

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 9: Cultivates Trust & Safety

Provide ways to Cultivates Trust and Safety in a PCC coaching conversation

2.5 hours class time

Core Competency #4

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 10: Maintains Presence

Provide ways to Maintains Presence in a PCC coaching conversation

2.5 hours class time

Core Competency #5

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 11: Exercise

How to address the agreement holistically through visualization of key components

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 12: Listens Actively

Provide ways to Listen Actively in a PCC coaching conversation

2.5 hours class time

Core Competency #6

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 13: Evokes Awareness

Provide ways to Evoke Awareness in a PCC coaching conversation

2.5 hours class time

Core Competency #7

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 14: Exercise

How to connect Client to an Ideal situation or experience to help evoke awareness

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 15: Facilitates Client's Growth

Provide ways to Facilitate Client's Growth in a PCC coaching conversation

2.5 hours class time

Core Competency #8

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 16: Exercise

How to Facilitate Client's Growth through the 4 levels of well-being

2.5 hours class time

Core Competency #8

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 17 - PCC Marker Review

Assess your knowledge of the ICF PCC Markers

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 18 - Test on PCC Markers

Test your knowledge of the ICF PCC Markers

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 19 - Level 2 ICF Process

Go over the Level 2 ICF PCC requirements

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 20 - Performance Evals

Schedule your PCC Performance Evaluation

2.5 hours class time

All Core Competencies

Performance Evaluation completed with a PCC Coach

Module 21 - Next Steps

Go over next steps: mentoring, business set-up and continued coach education

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Module 22 - Completion

Closing process to bring coaching experience to completion in partnership

2.5 hours class time

All Core Competencies

Delivered through training videos, handouts, coaching partner and in class demonstration

Number of student contact hours included in the program:

22 Modules x 2.5 hours = 55 hours (Synchronous)

11 hours of materials on learning portal = 11 hours (Asynchronous)

For a total of 66 hours of coach education

If you are in need of extra hours to get to the 125 hours needed for the PCC, we can discuss setting up a coaching log that can count for training purposes only. If not, coaching hours during this program will count toward ICF coaching experience hours.

Learning Goals:

Learn the ICF PCC Markers so that you are coaching towards the professional level:

- Learn the 37 PCC Markers
- Apply the 37 PCC Markers in your coaching conversations
- Practice coaching conversations that address all 37 PCC Markers

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

Sub Instructor: Gage Bock, PCC

Learning Philosophy:

We use a 3-pronged approach to learning that includes asynchronous and synchronous learning.

There are 3-steps implemented each week throughout the 6 month program to support you in learning and developing your coaching skill set.

- Step 1: Each week there is a video lesson delivered via The Holistic Coach Training Institute Learning Portal. Each video lesson includes a printable worksheet to assist you with taking notes and brainstorming how you will apply the lesson to your own coaching. The learning portal is available 24/7 so the lessons can be viewed at your Convenience. Each Module takes about 30 minutes to review.
- Step 2: Each week you will collaborate with a partner to put the skills that you learned from the lesson into practice. Meet with a partner over phone or video for one hour each week based on your individual schedules. Each partner practices being in the role of coach for at least 30 minutes then in the role of

client for at least 30 minutes. You are encouraged to work with multiple people during the program to develop your skills.

- Step 3: Each week we meet via ZOOM for a live 2.5 hours training where we review the weekly lesson, engage in a group discussion, answer questions, and listen to recorded or live coaching practice calls with live feedback. Listening to peers practice coaching and receive constructive feedback will support you in having new awareness and developing your own coaching skills.

Engaging the weekly video lessons with worksheets, coaching with a practice partner, and receiving live coach training is a comprehensive approach to learning and developing your coaching skills. There is also a private LinkedIn group created for each cohort where students can interact, network, share, receive course content, and get updates as a way to build community.

Languages that the program is delivered in:

English

Intended participants:

Coaching professionals who have participated in at least a 60-hour coach specific training that wish to learn and develop towards the PCC level.

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

- Have 4 hours to devote to this training every week.
- Attend live sessions. You can miss no more than 4 live sessions (unless otherwise discussed with the facilitator.)
- Per the ICF, the program has to provide 6 observed coaching sessions to each student. Therefore, you will be required to turn in at least 4 audio recordings for me to observe during the class and participate in several in class exercises. Per the ICF, I will provide written feedback on 4 audio recordings.
- Work with a practice partner from our group or outside of the group so that you try on the coaching skills you are learning for an experiential experience.
- Be open to receiving feedback on your coaching skills from the instructor.

Requirements for completion of the program:

- Attend 18 out of 22 live class sessions (I keep attendance)
- Turn in 4 recordings and participate in class exercises (Due dates provided during program and posted in the LinkedIn group)
- Complete Test (By Module 19)
- Turn in a log verifying you coached someone else for 12 hours
- Complete Performance Evaluation

You have 3 months from the end of coach education to complete your Performance Evaluation. See Performance Evaluation Overview Module. If you do not complete your Performance Evaluation in this time, there will be an additional cost of \$300.

Transfer of credit policy:

Holistic Coach Training Institute does accept transfers of credit for the Level 1 program. If another ICF accredited Level 1 program has been completed then 100% of those credits will be applied towards the requirements to complete the Level 2 program. You can email us at info@holisticcoachtraininginstitute.com if you have special circumstances or questions regarding this policy. We may ask for additional documentation to verify your previous training.

Policies on payment of tuition:

There is a pay in full option that provides a discount to students. And there are payment plan options for those who want to pay monthly. The standard cost of the Holistic Coach Certification Program Advanced is \$4,200 available with a 12 month payment plan of \$350 per month or \$3,500 if paid in full. There are no additional fees or interest added to the payment plans. We use Square.com and Stripe as our invoicing system. Invoices need to be paid within 24 hours of receiving them. If you do not pay within 21 days and have not made arrangements with us around how payment will be made, your access to materials will be discontinued and you will be taken out of the group. Please know you can discuss your needs with us. We are here to work with you.

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. After the 3 day period, cancellations and withdrawals qualify for an "in house credit" that can be applied to future programs only. If there is something that comes up and you are no longer able to continue in this cohort, we can discuss you attending another cohort. We are happy to work with you on ensuring you receive the value of your investment. And if you are not getting what you need from the program (for any reason), please give us the courtesy of a conversation so we can work through it together. If you are needing different support, let's discuss your needs and course-correct, if needed. A student can leave the program at any time but is obligated to pay for services rendered.

Organizations Illness Policy:

Students who are absent from class or any required class-related activity because of illness should contact their instructor, if feasible, as early as possible prior to the missed class. Students and instructors can work together to see if materials can be made up in a reasonable time. If a student is going to miss more than 4 of the live-online sessions due to the illness, an alternative option for completion of the program will be provided. Holistic Coach Training Institute allows students who need to drop out of a cohort due to illness to participate in another cohort within 12 months of the initial cohort's start date without additional fees. Payments can be halted, but no money is refunded for an illness.

Confidentiality:

If you share a recording in class then you need to have permission from the Coachee to share it. Anything shared in the live sessions will be kept confidential unless permission is provided. We may ask if we can use your recording for ICF accreditation purposes. The ICF requires programs to provide student recordings as an example of work being completed during the program. We will ask your permission if we would like to use your recording. We will be housing our group calls for 2 weeks in our LinkedIn group so that people who may have missed class have an opportunity to view it. Then those recordings will be discarded. These recordings are not available for download.

If there is something you are curious about that is not included in this outline and agreement, feel free to ask. Remember that we are in a partnership together. Please communicate with us what's going on for you. We don't know what you don't

communicate so make sure to let us know what you need so we can work together to resolve your needs. Communication is key. Here's to an incredible journey!