How does the Professional Coach ICF ACTP course run?

STEP - BY - STEP GUIDE

INTEGRATED STAGES

LIVE ZOOM SESSIONS

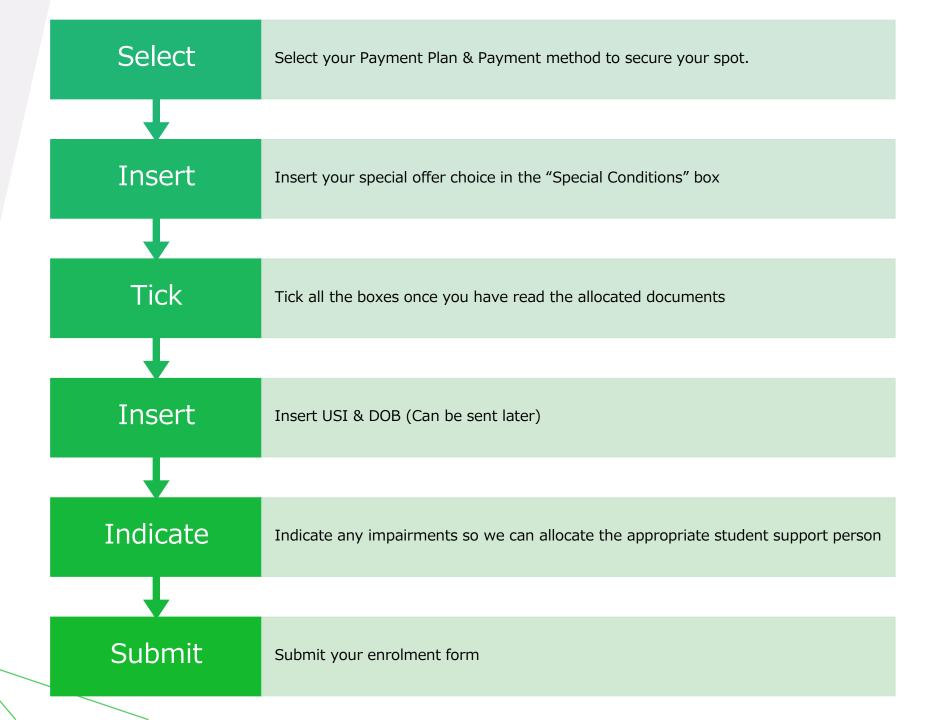
PRACTICAL COACHING SESSIONS

ASSESSMENTS

STUDENT SUPPORT & MENTORING & MORE GOLDEN NUGGETS



Step 1: Enroll online



Step 2: Welcome & Access

Shortly after you have submitted your enrolment you will receive a Welcome email detailing the course selected, any add on's or upgrades to your package.

Your Welcome email will confirm your payment plan choice and payment method selected.

Payments via bank transfer will request in the email that you send confirmation of payment.

You will also be told who your student support person will be by name and to expect your access email and invitation to your first live introductory session from them.

Step 3: Online Access

You are sent your username and password for the online portal and you are able to look into all the different sections.



Important not to be overwhelmed as there is a large amount of material in there relating to many courses and you will be lead through the portal in your live session.



The Webinar Schedule tab is the one you want to look at to see when the live zoom sessions are running so you can consider registering for those after your live introductory session.

Snap Shot of the Stages of Professional Coach ICF ACTP

10864NAT CERTIFICATE IV IN LIFE COACHING TRAINING AND ASSESSMENT ACTIVITIES

Ver 2022-5

Stage 1

1. Mentorng Student Support Webinar

Live Planning and Organising Webinar

2. Code of Conduct / **Terms and Conditions**

Study and sign these conditions and return with certified copy of drivers licence and USI

3. 10 Steps Plan

4. Webinars 6 x Live Coaching Webinars 4 x Coaching Demonstrations 1 x Mentoring Webinar

See ACD Assessment 1

Stage 2

5. Webinars 14 x Coaching Webinars 6. Practical Coaching

10. Coaching Knowledge

Questionnaire

Triaris 36 x Sessions 7. Personal & Professional Development

> CHCPRP003 3 x Webinars

8. Pro Bono Clients Coach 2 x pro-bono clients 5 x sessions each

See ACD Assessments 2, 3, 4 & 5

Stage 3

Stage 4

9. Coaching Knowledge **Ouestionnaire**

NAT10864001 NAT10864002 11. Coaching Knowledge **Ouestionnaire**

Nat10864003

12. Coaching Knowledge Questionnaire

> NAT10864004 NAT10864005

13. NLP NAT10864006

13 x NLP Webinars Sook Critique: Coaching with NLP

14. NLP **Knowledge Questionnaire**

18 x Questions

15. Advanced Coaching with NLP triads

9 x Sessions

16. Advanced Pro Bono Clients

Coach 2 x pro-bono clients x 5 sessions each

Stage 5

17. Business Units BSBESB402

18. Business Units BSBESB404

19. Business Units BSBESB401

20. Mentor Coaching

Mentor Report and Assessment to be submitted by Mentor. Mentee Report to be submitted by Mentee

Stage 6

21. Mentoring Coaching Clinic Webinars for

> Exit Interview x 3

22. Exit Interview

23. ICF Webinars Attend 8 x ICF Mentoring Webinars live

23.Certification Certificate IV in Life Coaching & ICF ACTP Certificate will

See ACD Assessments 7, 8, 9, 10 & 11

See ACD

Assessments

6

See ACD Assessments 12 & 13

See ACD Assessments 14, 15 & 16

Stage 1: Methodology of Coaching – GROW Model



STAGE 1 STARTS WITH YOUR LIVE
INTRODUCTORY SESSION
FOLLOWED BY SOME PAPERWORK
YOU WILL NEED TO SUBMIT AND A
PLANNING AND ORGANISING
SESSION TO GET READY.



YOU WILL BE SENT THE "10 STEPS

PLAN" WHICH WILL BE YOUR GUIDE

TO USE WHEN ATTENDING YOUR

LIVE ZOOM SESSIONS,

DEMONSTRATION SESSIONS AND

MENTORING SESSION. THIS

DOCUMENT WILL GIVE YOU THE

SPACE TO DATE EACH SESSION

ATTENDED AND PUT THE

REQUESTED CODE IN FOR EACH

SESSION.



WE RECOMMEND PRINTING THIS
OFF AND USING IT TO KEEP YOU
FOCUSED AND ON TRACK AND
REMEMBER TO COMPLETE YOUR
REFLECTION REPORT AFTER EACH
SESSION. ALL THE STAGE 1
DOCUMENTATION WILL BE PUT
TOGETHER AND SENT INTO THE
ACCREDITATION DEPARTMENT FOR
REVIEW

Triad Availability

- As you complete Stage 1 your "10 Steps Plan" requires you to send in your preferred days and times to consistently meet with two other students to utilise your training around the methodology of coaching in a practical setting rotating your roles between coach/client/observer.
- Overseen by your ICF accredited mentor and doing 36 hours each on a weekly basis in a bank of 45 minutes each.
- Completing your Reflection reports on each session based on your role.

Triad Availability

Student Name:

Practical Coaching Sessions (Triads) Preferred Times – Minimum 3 hour sessions

Day	Morning	Afternoon	Evening
Monday			
Preferred Time *			
Tuesday Preferred Time *			
Wednesday Preferred Time *			
Thursday Preferred Time *			
Friday Preferred Time *			
Saturday Preferred Time *			
Sunday Preferred Time *			

^{*} Please indicate preferred time in AEST (GMT+10)

Stage 2

Completing 14 Coaching webinars and being allocated your **Triad group** based on your availability will see you connecting with your group weekly using skype or zoom and coaching each other in the roles of coach/client/observer with the direction and support of your mentor.

Next will be your **CHCPRP003** Personal & Professional Development unit done through an online portal directed by your trainer Nicky Rasmin.

Pro-Bono (not for charge) clients and completing 5 recorded coaching sessions with each. You will submit 1 session for assessment and your clients will provide testimonials for your assessment.

Stage 3: Coaching Knowledge Questionnaire This stage is a comprehensive questionnaire of the following components around coaching which you have learnt in Stage 1 & 2:

NAT10864001 – Co-Actively communicate

NAT10864002 – Establishing Coaching Agreements

NAT10864003 – Create a safe and supportive coaching environment

NAT10864004 - Coaching clients using GROW model

NAT10864005 – Establish and maintain client records

Stage 4: NLP & Advanced Pro-Bono Coaching

- Starting with your NAT10864006 –
 Apply NLP within a coaching context.
- Learning to do this through 13
 webinars all centred around coaching
 using the NLP technique, followed by a
 book critique on a NLP based book.
 (Designed to challenge your thought
 process and look into something from a
 different perspective)
- Completing this stage with your NLP Knowledge Questionnaire, NLP Triads x 9 sessions and Advanced Pro-Bono coaching with 2 clients x 5 sessions recorded.
- At this stage you are coaching like a pro and thinking about your business, brand and clientele.



Stage 5: Essential Business Units for your future coaching business

- **BSBESB401** Researching and Developing your business plan for your future coaching business.
- **BSBESB402** Establishing the legal and risk requirements for your future coaching business and specifically to your country or state.
- BSBES404 Marketing your future coaching business learning about branding, social media and marketing yourself.
- All business units are done through an online business portal with the support of the business coaching department.
- Stage 5 is completed with Mentor Coaching



Stage 6: The Grand Finale

Firstly, you will do 3
Coaching Clinic webinars
in preparation for your
Final Exit interview
(Coaching session with
external assessor)



Secondly, you will do your Final Exit interview



Thirdly, you will complete any Live ICF Mentoring webinars needed from the 8 you need to attend live.



If by some chance you are deemed not yet competent, you will be given the feedback from the external assessor and will be able to work with your mentor to ready yourself to do a second Final Exit interview.

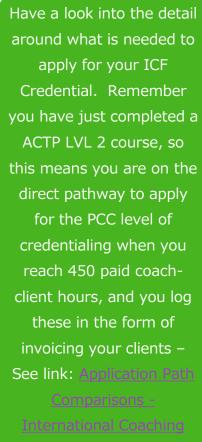


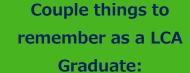
Lastly, if your Final Exit interview
will be deemed Competent you will
be issued with your Nationally
Recognised Government Accredited
Cert IV in Life Coaching and your
ICF ACTP Professional Coach
Certificate plus any Niche stream
certificates you may have
completed too

What Next?

Most importantly with your Cert IV apply for your Professional Indemnity Insurance - See link: How Much
Does Professional
Indemnity Insurance
Cost | BizCover







- You have lifetime access into the portal so save those login details
- You have access to a LCA business coach post graduating
- You can have your Coach
 Profile uploaded onto our
 website so prospective
 clients can contact you
- •Lastly, YOU DID IT!!!
 Congrats to you and
 Good Luck in your future
 as an elite coach that
 chose the best pathway





Future You







Course Options in future



- MASTER COACH ICF ACTP (Upgrade from Professional Coach ICF ACTP)
- Units are credited and you only pay the difference
- Those who are wanting to coach professionally with international accreditation and obtain NLP and Diploma of Coaching.
- Master Coach ICF | Life Coaching Academy
- <u>EXECUTIVE MASTER COACH ICF ACTP</u> (Upgrade from Professional Coach ICF ACTP)
- Units are credited and you only pay the difference
- Those who are wanting to coach professionally with international accreditation and obtain NLP, Diploma of Coaching, Cert IV in Entrepreneurship and Executive coaching for the corporate coaching world.
- <u>Executive Master Coach ICF | Life Coaching Academy</u>

Regulation Information

As you may know the Coaching industry is currently unregulated and in Australia, we have been made aware the regulation is impending. When? We have not been given a timeline yet.

Impending regulation criteria has been noted to be a minimum of a Nationally Recognised Government Accredited Cert IV as this is the requirement to obtain Professional Indemnity Insurance.

ICF Accreditation has 3 levels which have various outcomes:

CCE – supplemental and continuing education to obtain new learning or professional development

Level 1 - 60+ Student Contact Hours – separate verification needed.

Designated as a pathway to the ACC credential

Level 2 - 125+ Student Contact Hours –
All inclusive training – no separate
verification needed.

Designated as a pathway to the PCC
credential

It is very important that you choose a course that gives you everything you need without having to spend time and money after completion to obtain a credential.

Link for more info: Coaching

Education - International

Coaching Federation

Most importantly, you understand that there is only 1 ICF (Global body that oversees coaching worldwide) and any other bodies with similar names are not connected to the International Coach Federation.

Need a solid Independent Review source to get the real deal?

All training organisations place their **best testimonials** on our websites for you to see. We can pick and choose these and potentially influence your thinking. We are not going to put any negative testimonials on our websites for obvious reasons.

So, where can you get the real deal, the un-influenced opinions and reviews?

<u> The Life Coaching Academy | ProductReview.com.au</u>

This is the perfect platform to place any training organisations name in and hear the real raw truth. **The good, the bad and everything inbetween.**