Whole Person Coaching

FOUNDATIONS

Whole Person Coach® Certification Program

ICF

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coach training world
Welcome to Coach Training World!

Purpose of Whole Person Coach Certification
The purpose of this certification is to provide the knowledge, skills, proper training and supervision for those seeking to coach individuals using our Whole Person Coach methodology only.

Recording Prohibited
We strictly prohibit any private audio or video recording of our trainings. No exceptions.

Unauthorized Use Prohibited
Use of these materials to train or certify others or to teach group coaching classes is strictly forbidden without the express written permission of Feroshia Knight and the Baraka Institute: Coach Training World.

Copying Prohibited
In an effort to preserve the value of our work and the uniqueness of our methodology we ask that you do not use, modify, copy or distribute any portion of our Whole Person Coach Training Manual. If you are interested in using a portion of this manual for the purposes of coaching individuals, please write to us for proper permission at info@coachtrainingworld.com.

Thank you for your support and consideration.

Whole Person Coaching Foundations
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“Do not worry if you have built your castles in the air. They are where they should be.

Now put the foundations under them.”

~ Henry David Thoreau
Virtual Classroom Guidelines

Inside our virtual classroom we use a variety of communication tools including email, web-based video and audio-only conference calls. When in a non-traditional classroom setting, we do not have the ability to access nonverbal communication cues such as facial expression and body language. When on “chat” we miss one another’s voice tone and inflection. As a result of such missed cues, there may be times when we don’t understand one another and miscommunication may happen.

The following list is intended to foster effectiveness when learning together in an online format:

**General Communication Guidelines:**

- Be polite and patient. We will do our best to make sure everyone’s voice is heard.
- Be curious. If you don’t understand the meaning of something someone says, inquire rather than assume.
- Be clear and concise. Get to the point so we can generatively grow in understanding.

**Email Communications:**

- Re-read messages when you are confused. If necessary, ask for clarification before responding.
- Avoid UPPER CASE. This is translated as shouting.
- Be formal enough to garner respect. Slang can be off-putting and abbreviations are confusing to others.
- Be mindful with your subject headings.
- Use spelling and grammar check.
- Please do not use profanity.

**Virtual Classroom & Chat:**

- Respect other people’s perspectives.
- Raise your “virtual hand” to be recognized.
- Stay Focused. Avoid multi-tasking or off-topic conversations.
- Remove distractions. Before class close other software applications.
- Avoid UPPER CASE. This is translated as shouting.
- Please do not use profanity or offensive language, either written or spoken.
- Sign in using your real name rather than a nickname.
Virtual Classroom Guidelines Cont’d

Virtual Classroom & Chat Cont’d:
• Launch your classroom application 5 minutes prior to start time.
• Minimize background noise. Don’t shuffle papers.
• When using a chat room, let others know if you are leaving.
• Remain at your computer during class. If you must leave, notify the instructor so they can make sure you have final instructions or materials.
• Follow standard conference call etiquette for verbal communication.

Conference Calls:
• Turn-off other phones and suspend call waiting.
• If you are on time, introduce yourself when entering a conference call.
• If you are entering past the start time, please wait to be called upon.
• Please use a landline. Cell phones are noisy and staticky.
• Say your name before starting to speak.
• Allow space for others to speak.
• Be patient with yourself and others if you are new to this learning environment.
ICF Core Competencies Framework

COACHING FOUNDATIONS: Setting the Groundwork
• Meeting Ethical Guidelines & Professional Standards
• Establishing the Coaching Agreement

COACHING RELATIONSHIP: Co-Creating the Relationship
• Establishing Trust & Intimacy with the Client
• Coaching Presence

COACHING COMMUNICATIONS: Communicating Effectively
• Active Listening
• Powerful Questioning
• Direct Communication

COACHING PROCESS: Facilitating Learning & Results
• Creating Awareness
• Designing Actions
• Planning and Goal Setting
• Managing Progress & Accountability

For more information visit the ICF website
www.coachfederation.org/icfcredentials/core-competencies
## Coaching Foundations Syllabus (ICF Focus)

### SETTING THE FOUNDATIONS

#### ICF CORE COMPETENCIES 1 & 2

**1. Meeting Ethical Guidelines and Professional Standards** - Understanding of coaching ethics and standards and ability to apply them appropriately in all coaching situations

- a. Understands and exhibits in own behaviors the ICF Standards of Conduct (see list, Part III of ICF Code of Ethics),
- b. Understands and follows all ICF Ethical Guidelines (see list),
- c. Clearly communicates the distinctions between coaching, consulting, psychotherapy and other support professions,
- d. Refers client to another support professional as needed, knowing when this is needed and the available resources.

**2. Establishing the Coaching Agreement** - Ability to understand what is required in the specific coaching interaction and to come to agreement with the prospective and new client about the coaching process and relationship

- a. Understands and effectively discusses with the client the guidelines and specific parameters of the coaching relationship (e.g., logistics, fees, scheduling, inclusion of others if appropriate),
- b. Reaches agreement about what is appropriate in the relationship and what is not, what is and is not being offered, and about the client’s and coach’s responsibilities,
- c. Determines whether there is an effective match between his/her coaching method and the needs of the prospective client.

#### Competency Indicators of Proficiency

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<th>Competency</th>
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| Meeting Ethical Guidelines and Professional Standards | • Coaching conversation focused on inquiry and exploration and future issues  
• Familiarity with Code of Ethics            |
| Establishing the Coaching Agreement           | • Coach asks client what they want to work on  
• Coach follows client’s agenda  
• Coach affirms that agenda is meaningful for the client  
• Coach explores measures of success with client  
• Coach raises agenda – pertinent issues to client’s attention  
• Coach affirms client goals are being achieved |