

COACHING TRAINING PROGRAM

For Individuals, Teams and Organizations



ACTIVISION **COACHING**
INSTITUTE



ACTP – ACSTH – CCE ACCREDITED COURSE BY ICF*
*International Coach Federation

ACTIVISION COACHING

A COMPLETE ICF ACCREDITED TRAINING PROGRAM TO HELP ACQUIRE THE COMPETENCE AND POSTURE OF A PROFESSIONAL COACH

Professional training for professionals by professionals

▶ EDUCATIONAL GOALS

- Acquiring skills and coaching tools for individuals, teams and organizations
- Mastering the eleven skills and the code of conduct according to ICF methodology
- Obtaining the ICF's (INTERNATIONAL Coach Federation) ACTP certificate

▶ PRINCIPLES AND EDUCATIONAL GUIDANCE

- The program is aimed at **acquiring the code of conduct and the eleven coaching skills according to ICF methodology**
A practical approach bolstered by the contribution of instructors, all with time proven expertise and ICF certification.
- **Learning the concepts, techniques, tools and skills** which permit the practice of the 3 dimensions of coaching related to individuals, teams and organizations
- **Practicing training** with individual and group supervision and mentoring

- Intersession peer group work
- **Urging participants** to coach as soon as possible via supervised field training

▶ CERTIFICATION

ACTP/ ICF accredited training course (Accredited Coaching Training Program/International Coach Federation) qualifying participants for a coach certificate after:

- Attending all training and mentoring sessions in levels I, II and III.
- Completing personal and group work
- Carrying out at least one coaching session with a client
- Producing a certification paper according to required criteria
- Passing the written exam as well as the oral coaching practices evaluation
- Evidence of a certain number of practice hours

ICF certification, recognized both in France and abroad, guarantees that the coach has been trained according to specific coaching techniques and has mastered coaching postures and skills, that he/she respects the profession's ethical rules and policy, constantly updates his/her knowledge, practices coaching on a professional basis, asks for regular supervision and is a member of the international ICF coaching network.

THE 11 KEY COACHING SKILLS BASED ON ICF METHODOLOGY

Laying the foundations

1. Respecting ethical rules and professional standards
2. Establishing a coaching contract: understanding what is required and agreeing on the procedures and coaching relationship with the new client

Co-creating the relationship with the client

3. Creating a climate based on mutual confidence and respect
4. Creating a spontaneous relationship with the client thanks to open, flexible and reassuring communication

Communicating effectively

5. Listening attentively to what is said and what is left unsaid and encouraging the client's self-expression
6. Asking pertinent questions leading to necessary information
7. Practicing direct and indirect communication

"Teaching to learn" how to succeed

8. Being able to incorporate and evaluate with precision multiple sources of information and making suggestions that will help the client attain desired goals
9. Co-creating ongoing learning opportunities during both coaching sessions and daily situations in order to engage in new actions leading as effectively as possible to the desired results
10. Planning and setting goals
11. Being capable of focusing one's attention on that which is important for the client while letting them take the responsibility for their actions (or he/she)

YOUR TRAINING PROGRAM

**3 levels - 8 modules to attain
a recognized professional coach certificate**

LEVEL I Coaching fundamentals Individual, Team, Organizational			LEVEL II Individual, Team and Organizational in-depth coaching		LEVEL III Professionalization and certification			
M1	M2	M3	M4	M5	M6	M7	M8	
Approach and basic tools for individual coaching	Approach and basic tools for team coaching	Training for individual coaching	Individual coaching	Team and Organizational coaching	Professionalization	Written and oral examinations to obtain certification	Enhancing the value of the coach's posture and personality	
3 days	3 days	2 days	3 days	3 days	2 days	2 days	2 days	
							CERTIFICATION	

► COACHING PREPARATION

The program requires each participant to carry out at least **4 individual coaching sessions as coach** supported by personalized monitoring and evaluation.

At the same time each participant will also have the opportunity of practicing **collective coaching** followed by feedback.

► MENTORING

Mentoring entails assisting the development of participants' competences (either acquired or in the process of being acquired) through recommendations on their coaching practice.

Throughout the program each participant receives a **minimum of 10 hours of mentoring, 3 of which on an individual basis**.

► INTERSESSIONS PEER GROUP WORK

Peer groups formed at the onset of the program will have to meet at least once between modules.

These groups offer **training and feedback opportunities** on required competences and postures. Intersession work is an integral part of the training program.

The educational staff supervises these activities, suggests approaches and guarantees the capitalizing and pooling of achievements attained by peer subgroups

► FIELD STAGE AND SUPERVISION

Participants will undergo a field stage with a coachee under the educational staff's supervision. This implies that the educational staff will validate the choices of the coached "client" as well as the contract drawn up.

This coaching traineeship will take place under module 3 and will cover a minimum of 10 hours.

The analysis of this practical experience, which will be formalized in the final dissertation, is a determining factor for certification.

LEVEL I

FUNDAMENTALS OF INDIVIDUAL, TEAM AND ORGANIZATIONAL COACHING

3 modules, 8 days

Module 1

3 days

Approach and basic tools for individual coaching

Introduction: Presentation of program and ICF certification process

Defining Coaching and explaining how it differs from monitoring, consulting, therapy...

Coach's role and competences

- Professionalism and ethical code
- The coach's 11 key competences according to ICF standards
- Developing the "Coach's Attitude"
- Mastering and practicing the coach's techniques, tools and postures

Knowing the main tools to handle coaches' and coachees' stress and emotions

- Knowing how to identify and recognize emotions within self and in others
- Using emotions to improve learning processes and change

Study of "Alpha" case (1st part): Understanding the individual coaching process

- Using the coach's charts
- Analyzing the client's requests and issues
- Formulating working hypotheses

To be implemented throughout the program:

- "Live coaching": short 1 to 1 coaching sessions aimed at integrating the main theoretical coaching concepts: posture, coach's attitude, listening, asking questions...
- Analysis of videotaped (filmed) coaching sequences: sub-group work to identify key competences evinced (or not evinced) by the coach.

Module 2

3 days

Approach and basic tools for team coaching

Introduction to team coaching - Définition

Understanding the role and functions of team coaching

- Understanding the goals and posture of team coaching
- Knowing the methods and diagnostic tools for the client's request
- Mastering approaches to team coaching

Team building, team coaching... : mastering the main team coaching tools

- Viewing the team as a system: contribution of systemic approach to team coaching
- Integrating the key elements of group dynamics and the levers to strengthen them
- Analyzing the team's development stages
- Handling emotions within a group
- Accompanying a team: team coaching principles and methods
- Motivating and rallying teams around a common goal by using the Visioning technique

Case study: Examples of team building exercises and team coaching scenarios

Case study: Vision and Visioning

- Applying concepts and charts that have been studied
- Building a common vision shared by every member of the team

Group's practical case: knowing how to implement team support

- Which approach should be suggested? What kind of behavior should be adopted?
- Which pitfalls should be avoided? Which success factors?

Module 3

2 days

Training for individual coaching

This module targets training and practices of individual coaching

Features and requirements of a coaching contract

Live coaching and feedback

Throughout this module sub-group coaching sessions will be carried out to:

- Practice coach posture and use the ICF 11 competences chart
- Identify strong points and areas of improvement

Practical exercise: Learning to work on the coachee's identity

The purpose of this exercise is to ascertain the different levels of the coachee's identity and to understand:

- His/her sources of motivation and energy
- His/her constraints

End of module: Verifying knowledge and implementing on-site training

- Evaluating knowledge acquired by participants according to ICF methods
- Instructions for traineeship implementation: framing of contract, recommendations...

LEVEL II: IN DEPTH STUDY OF INDIVIDUAL, TEAM AND ORGANIZATIONAL COACHING

2 modules, 6 days

Module 4

3 days

Individual coaching

Mastering the 11 coaching competences

In-depth analysis of individual coaching's key themes

Mastering complementary charts and tools for individual coaching

- Systemic approach to individual coaching
- Other diagnostic and implementation grids (charts) (PCM...)

Identifying and knowing how to use "powerful" questions

- encouraging the coachee's introspection
- creating an opening towards other viewpoints
- stimulating the coachee's potential
- questioning the coachee's beliefs and views

Identifying different personalities of the coachee

- Discovering different models
- Assessing the value of these tools for the coach

"Alpha" case study (2nd part): Taking into account the introduction of a new element in individual coaching

Case follow-up starting from the report of 3 and 4 coaching sessions

- Understanding the impact of new elements
- Identifying the possibility of new work areas

Practical exercise: Understanding the coachee's driving forces

Identifying individuals' driving forces, elements that are acceptable and value enhancing

Live coaching: monitoring coaching sequences, followed by individual mentoring and feedback

Supervision of the practical stage

- Stepping back vis-à-vis one's own practice
- Finding concrete pathways/action plans vis-à-vis personal circumstances
- In-depth thinking and creating space for different viewpoints

Module 5

3 days

Team and Organizational coaching

Systemic approach: in-depth study of team and organizational coaching's key notions

- Complexity related to the decoding of the system: systemic approach
- Charts and tools for team coaching - Power struggles and games of influence within organizations
- Management and Organizational style and culture

Mastering the different support stages in collective coaching

- Self-sufficiency cycle: applying it to collective coaching
- Accompanying change: stages and concrete applications

Study of collective coaching cases

- 1/ Examples of support and management of change
- 2/ Examples of the application of different tools for team and organizational coaching
- 3/ Diagnostic development and design of team support devices vis-à-vis change

Instructions for writing a dissertation to be handed in at least 15 days before the oral exam

LEVEL III

ACTP ICF PROFESSIONALIZATION AND CERTIFICATION

3 modules, 6 days

Module 6

2 days

Professionalization

Live coaching: Practice session under conditions similar to the certification (duration, criteria for evaluation, feedback...)

In-depth analysis of topics depending upon participants' needs

- Systemic approach
- Coach's charts
- Coaching process
- Ethical questions
- Individual coaching styles: strategic, performance, progress, positioning, taking up of a position...
- Team coaching styles: team building, team support, coaching to adapt to change...

Self-diagnosing and preparation for other certification stages

- Professional identity and presentation of case study
- Questions/answers on written exam

Module 7

2 days

Written and oral exams for Certification

The final ACTP certification exam will take place in three steps:

- Theoretical written exam
- Oral exam on professional identity and evaluation of the coach's practices
- Coaching Live practical exams

Certification will depend on successfully passing the three exams.

Participants will then attain different international accreditation levels depending on the number of hours of their coaching practices (ACC, PCC).

Certification Jury:

comprises the Educational Management and the Trainers' team

Module 8

2 days

Making the most of posture and identity as coach

Integrating coach's competences and tools as service provider, manager, HR or line manager.

Developing and highlighting coach's posture

- Formalizing positioning and value proposition
- Building "pitch"

Developing a professional network

- Knowing how to spell out the benefits of your intervention
- Identifying and developing coaching opportunities
- Mapping and motivating contact networks

Leading and steering missions

- Formulating a diagnosis based on demand
- Analyzing desired effects
- Setting goals, scope and methods of intervention
- Assessing necessary resources and budget
- Formalizing the agreement on the coaching mission
- Implementing and assessing missions

Making one's activity sustainable

- Capitalizing on each mission to develop activity
- Enlivening one's image
- Making oneself known and giving recognition

Plenary sessions and workshops dealing with practical cases and comprising sub-groups suited to participant's situations: manager or HR for the company, coach as external service provider, business coach for businessmen...

EDUCATIONAL TEAM

► EDUCATIONAL AND COORDINATION DIRECTORS



Catherine Tanneau

Founder and Education Manager of Activision Coaching programs, Associate and Manager of Variations, ICF (MCC) Master Certified Coach, Counseling managers and organizations in transformation and leadership development. Affiliate Professor at HEC.



Paul Delahaie

Director of Activision Coaching international partnerships, Associate and President of Variations, Certified ICF (PCC) Professional Coach, innovative learning and supporting devices for managers faced with complex situations. Affiliate Professor at HEC.



Sophie Remy

Coordinator of Activision Coaching programs, Variations Consultant and Coach, Specialist in business development and cross-relations, formerly in charge of in-company training.

► EDUCATIONAL AND TRAINING TEAM



France Pedagogical coordinator and master trainer

Denise Sin Blima

Guidance Counsellor, Mentor and Instructor for Activision Coaching programs, Variations associate. Master Certified Coach (MCC), managers and team coaching. Management consultant and change counselor.



International pedagogical coordinator and master trainer

Anne Gorgeard Dominguez

Educational Counsellor, Mentor and Instructor for Activision Coaching programs, affiliate Coach for Variations, Master Certified Coach (MCC). Team and collective intelligence Coach. Psychologist, specialized in stress management.

► TRAINING TEAM

Patrick Haie Coach PCC-ICF, **Simona Cattabiani** Coach ACC-ICF, **Elisabeth Bourdin** Coach PCC-ICF, **Gabriel Lockwood** Coach PCC-ICF, **Gabriela BUETTNER** Coach PCC-ICF



▶ YOU ARE CONCERNED

The accredited ACTP ICF training course is aimed at anybody who wishes to:

- **Integrate coaching posture and tools into their professional activity**
- **Become a professional coach in France or on an international level**

It targets a **professional class** responsible for change management and human resources development, HRR or HRD managers, change leaders, consultants, internal or external trainers. It is also open to psychologists and other professionals concerned with support relationships.

It can be **tailored to intra-company** requirements in shorter formats adapted to company needs and is available in **French, English** and other languages (Italian, Portuguese...) as well as in other countries.

▶ IN PRACTICE

- 15 years of experience, more than 500 Alumni, inter-company and tailor made programs
- 20 days, over 160 training hours, individual and group mentoring
- 12 to 16 participants per cohort
- 2 sessions/year
- Fundamentals of Coaching and Professionnalisation Program available on request
- Monthly information sessions
- 4 certification locations in Europe : Paris, Aix-Marseille, Toulouse et Lisbonne.

▶ CONTACT

More information and training courses dates available on our website :

www.activision-coaching.com

Contact address :

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