ThrivingTogether

an Integrative Life-Coach Training Program, advancing personal well-being and its expression in the world

Mission:

To bring whole-life-coaching into ministerial and religious contexts to catalyze the complete human flourishing of all who seek it.

Vision:

To create mutually life-giving relationships that lead to the thriving of professional ministers and the environments in which they serve.

Coaching Philosophy:

Together, we respond to God, our wise guides, our best selves in every moment to see ourselves and our lives more clearly, thereby walking into that self that we dream of being and that life that we dream of living.

- We honor the inherent dignity, particularity and wholeness of each human person and their ability to thrive.
- We believe that each of us can call forth growth, integration and expanded freedom for ourselves and each other.
- We live by the Golden Rule and love ourselves as we love our neighbors.
- We commit ourselves to authenticity and liberating justice on behalf of our own transformation and the transformation of the world.

Organizational Contacts:

- **Program Director, Thriving in Ministry**: Barbara Linek, M.A. blinek@ctu.edu
  Contact Barb regarding admissions, attendance issues, and grievances.

- **Program Assistant, Thriving in Ministry**: Tim Crum, J.D. tcrum@ctu.edu
  Contact Tim regarding student records, administrative details, and final certificates.
Disability/Discrimination/DEIJ Statement

“Catholic Theological Union reaffirms its commitment to being an inclusive community that draws on diversity as a source of learning and understanding. We believe that diverse students, faculty, staff and curricular offerings are essential for fostering inclusion and engagement and play vital roles in nurturing a welcome climate for all.”

As a coaching education program within CTU, ThrivingTogether is fully committed to inclusivity. We expect all members of the ThrivingTogether community to treat each other with respect and consideration, regardless of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status, or any other personal differences. All employees, students, and other participants should be able to enjoy an environment free of discrimination and harassment. We will not tolerate any form of discriminatory conduct by any employee, student, volunteer, contractor, visitor, or vendor which unreasonably interferes with an individual’s ability to learn in a welcoming environment. Participants who wish to report discrimination are encouraged to follow the grievance policy outlined in the Catholic Theological Union’s Handbook, pgs. Catholic Theological Union will promptly investigate all claims and reports of inappropriate conduct.

Any complaints should be addressed the Assistant Dean, Christine Henderson (chenderson@ctu.edu or 773-371-5450).

As members of the ICF community, CTU and we, the students, staff, and faculty of ThrivingTogether, ascribe to the core values of integrity, excellence, collaboration and respect. The foundation of these values is a shared commitment to diversity, inclusion, belonging and justice. We will place diversity, inclusion, belonging and justice at the forefront of every decision we make within our program. As we continue the journey toward our vision, we will recommit ourselves to valuing the unique talents, insights and experiences that every coach and client brings to the world.

Non-Discrimination Policy

It is the policy of ThrivingTogether that:
• Recruitment and hiring of all personnel is conducted without discrimination against any individual with regard to race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.

• Staff and personnel will not discriminate against any employee or participant because of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.

• All individuals are welcome to participate regardless of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.

• All employees, students, and other participants should be able to enjoy an environment free of discrimination and harassment. This includes, but is not limited to, discrimination or harassment in the areas of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status. Our organization does not and will not tolerate conduct by any employee, student, volunteer, contractor, visitor, or vendor which unreasonably interferes with an individual’s ability to learn in a welcoming environment.

Participants who wish to report discrimination are encouraged to follow the grievance policy outlined at https://ctu.edu/policies/#1572452406780-c47400fe-e2c5 CTU will promptly investigate all claims and reports of inappropriate conduct.

Sexual and Relationship Violence

As a CTU community, we share a commitment to take care of one another. Class relationships (whether F2F or online) are based on trust and communication. Sometimes, material raised in courses may bring up issues for students related to sexual and relationship violence. In other instances, students may reach out to faculty as a source of help and support. It is important for students to know that faculty are required to report information reported to them about experiences with sexual or relationship violence to CTU’s Title IX Coordinator. Students should also know that disclosing experiences with sexual or relationship violence in course assignments or discussions (including online posts) does not constitute a formal report to CTU Administration and will not begin the process of CTU providing a response. Students seeking to report an incident of sexual or relationship violence to CTU should contact the Assistant Dean, Christine Henderson (chenderson@ctu.edu or 773-371-5450).

Privacy and Confidentiality Policy

As a condition of acceptance to ThrivingTogether, students must agree to the following:
1. To protect the privacy and anonymity of other students at all times and to refrain from discussing their behaviors, opinions, or beliefs without permission.
2. To protect the confidentiality of all materials supplied as part of ThrivingTogether and to refrain from using any copyrighted materials without written permission from CTU’s administration and faculty, in compliance with U.S. Copyright laws.
3. To interact with classmates, CTU staff, and instructors in a professional manner, avoiding the use of abusive language, derogatory comments, and overly critical responses.
4. To refrain from recording any class or online session without the permission of ThrivingTogether, the instructor, and all participants, in accordance with Federal and State laws. Please note that instructors may record the course to facilitate student learning, but only after receiving permission from all course participants. These recordings will be for participant use only, and will be destroyed at the conclusion of each learning module.
5. To refrain from sharing the online teaching platform links or the contact information of fellow students with anyone not enrolled in the course.
6. To allow faculty, at their discretion, to discuss students and their information confidentially with CTU Administration.

Students understand that their work may be shared with ICF for purposes of ongoing program accreditation and that they will be called on in class to share “real life” coaching experiences to the extent they feel safe to share. Please note that “role-play” scenarios will not count towards coach mentoring hours or educational hours.

Program Description:

This 75-hour “whole-person” Life-Coach training and formation program is designed for ministry professionals and for those who work in contexts in which religious or spiritual issues are likely to surface.

Offered in English through The Catholic Theological Union (CTU), Chicago, and based on the International Coaching Federation’s (ICF) core competencies, this program provides 1) a certificate of completion from CTU and 2) the possibility of applying the 75 hours of instruction to professional credentialing towards the ACC, Associate Certified Coach.

Meeting via Zoom on Tuesdays from 6:00-9:15 p.m., CST, ThrivingTogether will run 16 consecutive weeks, from February 8th-May 31st, 2022, in addition to a 90-minute Orientation Session on February 1st, and optional workshops around the ICF Core Competencies during June. The 60 hours of synchronous instruction will include lectures, discussion, demonstration, practice coaching, observation, feedback, and mentoring. The
remaining 15 hours of coursework will involve various instructor-assessed asynchronous assignments ranging from reading to supervised practice coaching.

Prerequisites:

- Professional background in ministry for at least three years
- Bachelor’s degree as a minimum; graduate work or certification in ministry preferred
- Application process including the completion of an online application and a conversational interview of up to one hour with one of the faculty members from ThrivingTogether.

Learning Goals:

- To cultivate self-awareness through sacred story, life balance assessment, contemplative practice, and self-care.
- To build a coaching community while exploring what it means to have a “coaching mindset,” and the relevance of Life Coaching to ministry.
- To distinguish the ways coaching differs from other forms of inner guidance.
- To understand the role of ethics, as defined by ICF, in every aspect of Life Coaching, from establishing the coaching agreement to the coach/client relationship.
- To develop the skills needed to lead clients beyond their current thinking and limiting situations into new possibilities.
- To deepen listening skills by exploring cultural differences, metaphorical language, archetypes, tone of voice, and body language.
- To examine stages of faith and their expression.
- To explore developing emotional intelligence in religious leaders.
- To learn the actual “dance” of a coaching session -- its choreography from beginning to end.
- To practice how to coach, and also how to assess the strengths and weaknesses of observed coaching sessions.

Faculty:

Dr. Angela L. Swain is a business psychologist, executive coach, researcher, author, and speaker. As an expert in organizational behavior, she believes in creating positive workplace cultures through leadership development, professionally and personally. Dr. Swain served as a researcher and moderator for The Emotional Intelligence Leadership Institute in Chicago where she conducted training programs for managers to discuss team membership, meaning, and empowerment. Currently, she is the Director of the Office of Human Dignity and Solidarity with the Archdiocese of Chicago, and consultant, coach, and theological reflection facilitator for Catholic Theological Union, a seminary for both lay and

Dr. Swain is an accomplished retreat leader and speaker for both pastoral and business leaders. She has recently lead *Justice Surging Like Waters*, a retreat for leaders committed to creating an anti-racist world, *Fostering the Habits of Well-Being in the Workplace* for Thriving Today participants, *Mentoring Leadership: Supervision of Students, Shaping Leaders* for CTU’s field education site supervisors, and *Emotional Intelligence for Small Business Owners* for the City of Chicago’s Small Business Expo. She is a recurring guest lecturer at Loyola University Chicago and North Park University.

Dr. Swain is a graduate of The Chicago School of Professional Psychology (Ph.D.), St. Xavier University (M.B.A.), The University of Chicago School of Social Service Administration (M.S.W.), and Catholic Theological Union (M.Div.). She earned her coaching certification from the Institute for Professional Excellence in Coaching (iPEC) and holds a Professional Certified Coach (PCC) from the International Coaching Federation. She is currently pursuing her MCC and BCC to become both a Master Certified Coach and Board Certified Coach.

**Dr. Elizabeth-Anne Stewart** is a life coach, author, and spiritual director with over thirty years’ experience offering inner guidance, retreats, and seminars. Whether working with groups or individuals, her goal is to assist spiritual seekers tap into the extraordinary capacities within. Based in Chicago, she serves as Director of Education for ThrivingTogether, the Catholic Theological Union’s Ministerial Coaching Program which she recently guided through the International Coaching Federation’s accreditation process; she is also on faculty at The Institute for Life Coach Training where she teaches Ways of Sacred Listening, Imagery and Spiritual Awakening, and Coaching through Story. As part of her commitment to the coaching profession, she volunteers as an official facilitator for WBECS, a community of over 150,000 coaches from 180 countries.

One of Dr. Stewart’s specialties is the use of imagery and archetypes. In 1989, she developed “Image Guidance,” a process that allows clients to find healing through the imagination; over the years, she has worked with countless clients, presenting her research to such groups as The Illinois Nurses Association, Resurrection Healthcare Chaplains, The National Association of Catholic Therapists, Spiritual Directors International, C.G. Jung Institute (Chicago), The Lutheran School of Theology (LSTC) and the Benedictine Spirituality

Dr. Stewart’s many articles have appeared in such publications as *The Bible Today, Currents in Theology and Mission, Presence, Emmanuel, Modern Liturgy, Today’s Parish* and *Upturn*. She has published a weekly E-Commentary, *Sunday BibleTalk*, since 2005, having written for *Living Faith* from 1985-2005. As a speaker, she has presented across the country as well as internationally. Her publications – including twelve books of theology, scripture, spirituality, and poetry — are archived at Loyola University’s Women and Leadership Archives.

Dr. Stewart holds a Ph.D. in Theology and a B.A. (Hons.) in English from the University of Malta, Europe, a D. Min. from the Graduate Theological Foundation, and an M.A. in English from DePaul University. She trained as a spiritual director at the Claret Center, Chicago, holds the PCC from the International Coaching Federation, and the BCC through the Center for Credentialing & Education. <a>www.elizabeth-annestewart.com</a>

Assignments:

- Participate in faculty-monitored Discussion Boards based on assigned texts
- Participate in observed coaching sessions/ peer coaching
- Submit a quality-recording and transcript of a 30-minute coaching session (see below)

- Submit a quality-recording and transcript of a 30-45 minute coaching session for your final exam.

Observed Coaching Sessions:

- **Observed coaching session definition:** Session in which a student is coaching any client, fellow student or another person as a method for practicing their coaching skills.
- **Time requirement:** ICF does not have a minimum length requirement for observed coaching sessions. Sessions should be long enough for a coaching conversation.
- **Structure:** Observed coaching sessions are observed by an instructor/observer who is responsible for providing written feedback to the student, noting the student’s use of the ICF Core Competencies in the coaching session. These sessions may be observed live or through a recorded session. Observed coaching sessions count as part of the total instructional hours of the program.
- **Requirements:** Have five instructor-observed coaching sessions, with written feedback provided for three of them. Submit one recording (MP3, WMA or WAV) of
an observed coaching session that meets or exceeds ICF’s standards for the ACC credential.  
**Due: May 31, 2022.**  
**Final exam recording due June 28, 2022**

**Evaluation:**

*To pass this course, students must:*

- Observe ICF’s *Code of Ethics*.  
- Complete 60 hours of synchronous learning and a minimum of 15 hours of instructor-verified asynchronous learning.  
- Submit an Asynchronous Learning Log for faculty verification. **Due: May 17, 2022.**  
- Participate in an online discussion board and other content via D2L that records their experience of the course and their response to the assigned readings.  
- Demonstrate a “coaching mindset.”  
- Participate in 10 hours of coach mentoring over a period of no less than three months, three of which must be one-on-one; the remaining seven hours can be group sessions of ten or fewer students.  
- Have five instructor-observed coaching sessions, with written feedback provided for three of them.  
- Submit one recording (MP3, WMA or WAV) of an observed coaching session that meets or exceeds ICF’s standards for the ACC credential, along with a Rev.com transcript. **Due: May 31, 2022.**  
- Participate in the final coaching assessment. Submit an audio (NOT video) recording (MP3, WMA or WAV) of a coaching session with a real client (not a classmate or professional coach) that meets or exceeds ICF’s standards for the ACC credential, along with a Rev.com transcript. **Due: June 28, 2022.**  
- Participate in a 2-hour one-on-one Exit Interview/ Mentoring Session in August. **Dates: TBA**

**Final Examination:**

- The final exam involves the student coaching a client so that an instructor can determine the level of the student’s skills. To receive full credit for this course, students must demonstrate that they are coaching at the ACC level.
They will need to submit a 30-45 minute audio recording of the exam session in a MP3, WMA, or WAV format, along with a Rev.com time-stamped transcript. *Please note that paying for this transcript is the student’s responsibility.*

Should students not pass the examination the first time, they will be allowed to take the exam one more time within the two months following their first attempt; however, they will need to pay a *ThrivingTogether* administrative fee of $200 to re-submit their work and are encouraged to work with a mentor coach at their own expense.

**Reading List:**

*(books to be provided by the Lilly Endowment)*


**Policies on Tuition and Fees for 2022:**

This year, *ThrivingTogether* is funded entirely by the generosity of the Lilly Endowment.

**Policies on Withdrawals and Refunds for 2022:**
While there are no fees involved in participating in ThrivingTogether, we do request that students commit to the entire 16-week experience. Everyone’s presence is important to the group; while we understand that “life happens” and that situations may arise that are beyond one’s control, students should be aware that their withdrawal from the course will have an impact on class dynamics.

Transfer of Credit Policy

Since ThrivingTogether is a unique ministerial coaching program, we do not accept coaching hours from incoming students that were earned at other institutions; however, should a student not complete our 75-hour program, we will provide a written verification of the hours successfully completed. These hours may then be applied to ICF accreditation in the future.

Attendance Policy/ Illness Policy

Students are required to notify the Project Director at blinek@ctu.edu in advance of any absence or tardiness. Students will need to attend all course modules with their cameras on to complete the program successfully. However, since occasional absences are unavoidable, ThrivingTogether will offer four make-up sessions at the end of the program; in extreme circumstances, we will collaborate with participants regarding the best course of action for their success. Please note that students will only receive the required Mentor Coaching hours if they participate in all scheduled mentor coaching sessions.

Should a student not complete our 75-hour program, we will provide a written verification of the number of hours successfully completed. These hours may then be applied to ICF accreditation in the future.

Termination Policy

CTU reserves the right to terminate a student’s participation in ThrivingTogether if the student:

1. Has consistent issues with tardiness or absences  
2. Fails to adhere to these Policies and Procedures  
3. Disrespects faculty and/or other students either in the class or outside class meeting times  
4. Behaves unethically, as defined by the ICF Code of Ethics
5. Disrupts the class in any way
6. Engages in any type of harassment or violent behavior
7. Violates confidentiality
8. Undermines the program and/or the coaching profession

**Student Complaint/ Grievance Policy**

In cases of criminal activity, contact the proper authorities (e.g., campus security or local police) immediately. If you wish to file an external complaint regarding *ThrivingTogether* or the *Catholic Theological Union*, please follow the guidelines set by the *Illinois Board of Higher Education* (IBHE): https://complaints.ibhe.org/register.aspx

Students may pursue a grievance internally if they believe someone has violated their rights by discriminating against them on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, or for any form of discrimination not listed here; they can also report those who behave unethically or are in violation of the ICF Code of Ethics. These and other issues should first be addressed with the Program Director, *Thriving in Ministry*. Should a student be dissatisfied with the response received, or should the situation require intervention at a higher level, then the next step would be to present a written complaint to the Dean of Students. After reviewing the complaint, the Dean of Students will decide whether arbitration is a possibility or whether there should be an informal investigation conducted by an impartial panel to resolve any factual discrepancies. Upon receiving the panel’s written report, the Dean of Students will then determine “next steps”; these might include remedial action, disciplinary action, dismissing the offending party from the school, filing a report with the *International Coaching Federation* if there has been a serious breach of ethics, and so forth.

*CTU* reserves the right to terminate a student’s participation in *ThrivingTogether* if the student:
1. Has consistent issues with tardiness or absences
2. Fails to adhere to *ThrivingTogether*’s Policies and Procedures
3. Disrespects faculty and/or other students either in the class or outside class meeting times
4. Behaves unethically, as defined by the *ICF Code of Ethics*
5. Disrupts the class in any way
6. Engages in any type of harassment or violent behavior
7. Violates confidentiality
8. Undermines the program and/or the coaching profession
Assessments and Program Evaluations

We value the feedback of our students and require program evaluations at the end of each learning module and before the exit interview. In addition, students are required to take a personal assessment at the beginning of and end of the course to determine their progress in skill and personal development.

Syllabus

**Instructional Hours:** 60 hours

**Asynchronous Learning:** Reading, D2L posts, independent review of Core Competencies and Code of Ethics [https://coachingfederation.org › ethics](https://coachingfederation.org › ethics), Peer Coaching outside class: approx. 32-48 hours (2-3 hours per week)

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**MODULE ONE: FOUNDATIONS: COACHING FROM THE INSIDE OUT**

*Our first coach training module leads us inward, allowing us to reflect on our sacred stories, emotions, self-awareness, life balance, contemplative practice, and self-care. We will also get to know one another, building our coaching community while exploring what it means to have a “coaching mindset,” the relevance of coaching to ministry, and the ways coaching differs from other forms of inner guidance. In this module, the primary Core Competencies to be addressed will be A1 and A2: 1) Demonstrates Ethical Practice and 2) Embodies a Coaching Mindset*

**ORIENTATION: FEBRUARY 1:**

**7:00- 8:00 p.m. Introductions. Overview of the program.**


Building the CTU Coaching Community [ICF CC1.2]  [ICF CC2.2]

Guidelines for Respectful Communication.
(ICF CC1.3) (ICF CC1.5) (ICF CC2.4)

8:00-8:30 p.m. Q & A

WEEK ONE: FEBRUARY 8

6:00-7:15 p.m. Sharing of Participants’ Sacred Stories (ICF CC2.3) (ICF CC2.5) (ICF CC2.6) What brought us to this moment? The call to coach!

BREAK: 7:15-7:30 p.m.

7:30-8:30 p.m. Sharing of Sacred Stories continued.

8:30-9:15 p.m. Coaching vs. Therapy, Mentoring, Consulting, Spiritual Direction, Teaching, Advising, etc. (ICF CC1.6) (ICF CC1.7) (ICF CC2.7) (ICF CC2.8)

ASSIGNMENT:

- Read The Miracle of Mindfulness before Week 2. Please respond to the Discussion Board Questions on D2L before Week 2 and comment on at least one of your classmates’ posts.

WEEK TWO: FEBRUARY 15

6:00- 6:30 p.m. Discussion of The Miracle of Mindfulness.

6:30-7:15 p.m. Cultivating Self-Awareness; Embodies a Coaching Mind-Set; the Gift of Curiosity!

(ICF CC2.4) (ICF CC2.5)

Cultivating Authenticity (ICF CC4.6) (ICF CC2.5)

BREAK: 7:15-7:30 p.m.

7:30-8:30 p.m. The Power of Silence (ICF CC5.6)

The Practice of Presence and Deep Listening (ICF CC5.1)

Contemplative practice (ICF CC2.3)
8:30-9:15 p.m. Coaching in Ministry - Ministerial and Personal Identity (ICF CC1.2) (ICF CC2.3) (ICF CC2.4)

ASSIGNMENT:

Begin watching the videos on this play list in preparation for our second module: https://www.youtube.com/playlist?list=PLMBtOVpaN5DhGnQMkwdA6Mebib094zEgW

· Read Therapist as Life Coach, Chpts. 1-6, before Week 3. Please respond to the Discussion Board Questions on D2L before Week 3 and comment on at least one of your classmates’ posts.

WEEK THREE: FEBRUARY 22

6:00- 6:30 p.m. Discussion of The Therapist as Life Coach.

6:30-7:15 p.m. Wheel of Life Self-Assessment (ICF CC2.5) (ICF CC2.3); discussion of Wheel of Life for Ministry. Tending to the Coach: Self-Care, Self-Compassion. (ICF CC2.7)

BREAK: 7:15-7:30 p.m.

7:30-8:30 p.m. Introduction to Emotional Intelligence- Emotional Flexibility (ICF CC5.1) (ICF CC5.3) (ICF CC5.4) (ICF CC4.4)

8:30-9:15 p.m. Developing a Coaching Mindset: curiosity, flexibility, reflective, client-centered (ICF CC2.3) (ICF CC2.5) (ICF CC7.7)

ASSIGNMENT:

· Read Judith Glaser’s Conversational Intelligence. Please respond to the Discussion Board Questions on D2L before Week 4.

MODULE TWO: ETHICAL CONSIDERATIONS: ATTENDING TO THE OUTER WORLD

In this coach training module, we will examine the role of ethics in every aspect of coaching from establishing the coaching agreement to the coach/client relationship. Drawing on ICF’s Code of Ethics, we will discuss issues of power, confidentiality, coach-client “fit,” respect, cultural differences, financial considerations, referrals and more. In this module, the primary Core Competencies to be addressed will be A1: Demonstrates Ethical Practice and B3)
Establishes and Maintains Agreements. We will also study the ICF website to see what ICF expects of its members https://coachingfederation.org/about/our-values; https://coachingfederation.org/ethics.

WEEK FOUR: MARCH 1

6:00-6:30 p.m. Discussion of Conversational Intelligence.

6:30-7:15 p.m. Overview: “Ethics are guided moral principles underlying how coaches behave congruent with ICF's core values of integrity, excellence, collaboration and respect.” The Ethical Coach: Responsibility to clients, to practice and performance, to professionalism, to society (Code of Ethics and Core Values)

(IFC CC1.4): Applying the ICF Code of Ethics to one’s own behaviors as coach; understanding and following all ICF Ethical Guidelines

BREAK: 7:15-7:30 p.m.

7:30-8:30 p.m. Integrity, relationship with money, justice issues (ICF CC1.1)

Issues of Confidentiality (ICF CC1.5) (Code1.3) (Code1.7)

Conflicts of Interest (Code1.6) (Code1.7) (Code2.18)

Healthy Boundaries (ICF CC3.2) Appropriate Sharing on the part of the Coach (ICF CC7.11).

Referrals (ICF CC1.7) (Code1.8)

8:30-9:15 p.m. Responsibility to the Client, to the Coaching Profession, to Society (Code)

(IFC CC1.1)

ASSIGNMENT:

Study the ICF Code of Ethics. Watch these videos to reinforce your learning: https://www.youtube.com/playlist?list=PLMBtOVpaN5DhGnQMKwdA6Mebib094zEgW

Read Emotional Intelligence for Religious Leaders. Please respond to the Discussion Board Questions on D2L before Week 5.

WEEK FIVE: MARCH 8
6:00- 6:30 p.m. Discussion of Emotional Intelligence for Religious Leaders. (ICF CC2.6) (ICF CC5.3)

6:30-7:15 p.m. Discussion of YouTube videos on the Code of Ethics. The Coach’s Role (ICF CC2.1)
Respect and Genuine Concern for the Client (ICF CC4.2)
The Coach’s Cultural Context - power analysis, biases and assumptions (Code1.11)
Sensitivity to clients’ identity, environment, experiences, values, and beliefs (ICF CC1.2) (ICF CC4.1)

BREAK: 7:15-7:30 p.m.

7:30-8:30 p.m. Relationship (dynamic) Between Coach and Client (ICF CC2.1) - mutual maintenance of integrity - (obligation to report) termination of relationship - client fit (ICF CC1.7) (Code1.1) (Code1.9)

8:30-9:15 p.m. Coachability of a Client - seven levels of coachability - varying levels of cooperation (power and bias)

ASSIGNMENT:

· Take ThrivingTogether’s Code of Ethics Quiz.

WEEK SIX: MARCH 15

6:00-6:30 p.m. Review of ThrivingTogether’s Code of Ethics Quiz results.

6:30-7:15 p.m. The Coaching Agreement/ Welcome Package. Establishing and Maintaining Agreements (ICF CC3.1) (ICF CC3.2)
(ICF 3.3) Financial concerns - stewardship, pro bono considerations
Accountability: negotiating expectations, designed alliance, coach’s accountability (ICF CC1) (Code)

BREAK: 7:15-7:30 p.m.

7:30-8:20 p.m. Introduction to “Coaching Conversations” and Peer Coaching involving coach/ coachee/ observer. Experimentation with Triads. (ICF CC2.2) 3 Triads
8:30-9:10 p.m. 2 Triads

ASSIGNMENT:

Catch up with any D2L reading responses that you still need to complete.

MODULE THREE: TRANSFORMATIONAL COACHING

This coach training module focuses on the skills a coach needs to lead clients beyond their current thinking and limiting situations into new possibilities. We will revisit listening skills at a deeper level to include cultural differences, metaphorical language, archetypes, tone of voice and body language. We will also examine stages of faith and their expression, personality typing, and ways of developing emotional intelligence in religious leaders. In this module, the primary Core Competencies to be addressed will be A2, Embodies a Coaching Mindset; B4, Cultivates Trust and Safety; B5, Maintains Presence; C6, Listens Actively; C7, Evokes Awareness.

WEEK SEVEN: MARCH 22

6:00- 6:30 p.m. Questions from readings. Introduce Module 3. Medium Groups Heightening Intuition/ Body Awareness/ Dialogue/ Medium group sharing. (ICF CC2.5) Developing Empathy and Concern Dialogue/ Medium group sharing. (ICF CC4.4) (ICF CC5.1)

1. How does your body communicate with you?
2. Where does your body register information?
3. To what extent are you guided by your intuition?
4. How do you define empathy?
5. How do you demonstrate empathy and concern for a client within healthy boundaries?

6:30-7:15 p.m. Student Coachees: Coaching Demo. Topic: Presence and Empathy in a Ministry Situation (popcorn coaching)

BREAK: 7:15-7:30 p.m.

7:30-8:30 p.m. Faculty Observed Peer Coaching Sessions (Triads). Topic: Presence and Empathy (Welcoming the client/ Setting the agenda)

8:30-9:15 p.m.
ASSIGNMENT: Review the Core Competencies and identify those that need clarification. Begin watching ICF YouTube videos on the Core Competencies: https://www.youtube.com/playlist?list=PLMBtOVpaN5DjRt-VAJLa0Xe0MLuA-LZNk

WEEK EIGHT: MARCH 29

6:10-6:35 p.m. Medium group check in regarding *ThrivingTogether*:

1. What is working for you?
2. What is challenging you?
3. Given the syllabus requirements, what other adjustments would be helpful?

6:35-6:50 p.m. Whole group discussion.

6:50-7:15 p.m. Mirroring, Evaluating, Discovering, Affirming, Encouraging, Challenging, Focusing; Allowing Space for Silence or Reflection  

**BREAK**

7:30-8:20 p.m. Faculty Observed Peer Coaching Sessions. Topic: Mirroring, etc.

**BREAK**

8:30-9:10 p.m. Faculty Observed Peer Coaching Sessions. Topic: Mirroring, etc.

ASSIGNMENT:

Read *Mind-Shifting Imagery* before **Week 9**. Please respond to the Discussion Board Questions on D2L before **Week 9**.

WEEK NINE: APRIL 5

6:00-6:30 p.m. Discussion of *Mind-Shifting Imagery*.

6:30-7:15 p.m. Attending to Metaphors and Symbolic Language  

Encouraging Self-Expression  

Faculty Coaching Demo. Topic: Archetypes

**BREAK:** 7:15-7:30 p.m.
7:30-8:30 p.m. Names and Images for the Divine [ICF CC6.5] Using Archetypes in Coaching; Balancing Archetypes [ICF CC7]

8:30-9:15 p.m. Faculty Observed Peer Coaching Sessions. Topic: Symbolic Language

ASSIGNMENT:

· Read *A New Psychology of Human Well-Being*, Introduction, Chpts 1-7, before Week 10. Please respond to the Discussion Board Questions on D2L before Week 10.

WEEK TEN: APRIL 12

6:10- 6:30 p.m. Discussion of *A New Psychology of Human Well-Being*. Whole Group: Coaching the Whole Person: Body, Mind, Spirit [ICF CC4.1] [ICF CC4.2] [ICF CC4.3] [ICF CC4.4] [ICF CC4.5]

6:30-7:15 p.m. Medium Group: “Stages of Faith”: assessing a client’s psycho-spiritual-emotional development; read *Mind-Shifting Imagery*, pgs. 74-77 [ICF CC6.1]

BREAK: 7:15-7:30 p.m.

7:30-8:30 p.m. Faculty Observed Peer Coaching Sessions. Topic: Personality Development

8:30-9:15 p.m. Faculty Observed Peer Coaching Sessions. Topic: Personality Development

ASSIGNMENT:

Catch up with any D2L reading responses that you still need to complete.

WEEK ELEVEN: APRIL 19

6:00- 7:15 p.m. Considering the Client’s Cultural Context; issues of race, gender, sexual identity, nationality, religious expression, etc. [ICF CC4.1] [ICF CC4.2] [ICF CC4.5] [ICF CC6.1] [ICF CC6.2]

BREAK: 7:15-7:30 p.m.

7:30-8:15 p.m. More on Cultural Context; case studies.
8:30-9:15 p.m. Faculty Observed Peer Coaching Sessions. Topic: Identity Issues.

ASSIGNMENT:

Catch up with any D2L reading responses that you still need to complete.

WEEK TWELVE: APRIL 26

6:05-6:45 p.m. Evoking Awareness. Facilitating Epiphany Moments or “Ah Ha” Moments (ICF CC8.1)(ICF CC7.2) Designing Powerful Questions (ICF CC7.1) (ICF CC7.2) (ICF CC7.3) (ICF CC7.4) (ICF CC7.5) (ICF CC7.8) ICF CC7.10


6:45-7:15 p.m. Discussion of Coach Mentoring and Observed Sessions, Final Exam, Coaching Outside Class

BREAK: 7:15-7:30 p.m.

ASSIGNMENT: Design 3 “powerful questions” that you could possibly use with a client in ministerial coaching.

MODULE FOUR: THE COACHING “DANCE”: Designing the “Flow” of a Coaching Session/Praxis

In our final coach training module, we will focus on the actual “dance” of a coaching session -- its choreography from beginning to end. Much of our time together will include faculty coaching demonstrations and student praxis. You will not only learn how to coach but also how to self-assess your strengths and weaknesses as a coach and to provide honest feedback to your peers regarding their coaching. In this module, we will be addressing all the Core Competencies but will emphasize D.8 – Facilitates Client Growth.

WEEK THIRTEEN: MAY 3

6:00-7:15 p.m. Reviewing ICF’s Core Competencies (ICF CC1) (ICF CC2) (ICF CC3) (ICF CC4) (ICF CC5) (ICF CC6) (ICF CC7) (ICF CC8)
BREAK: 7:15-7:30 p.m.

**7:30-9:15 p.m.** Overall Design of a Coaching Session (ICF CC2) (ICF CC3) (ICF CC4) (ICF CC5) (ICF CC6) (ICF CC7) (ICF CC8)

Review of Observation skills and Listening Skills for Peer Mentoring, Triads (ICF CC6)

**ASSIGNMENT:** Read *Therapist as Life Coach*, chpts. 7-13 before Week 14.

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**WEEK FOURTEEN: MAY 10**

6:00- 7:15 p.m. Co-Creating the Coaching Relationship (ICF CC3)

Partnering with the Client to Identify the Coaching Agenda, Desired Outcomes and Measures of Success (ICF CC3.2) (ICF CC3.3) (ICF CC3.4) (ICF CC3.7) (ICF CC3.8)

BREAK: 7:15-7:30 p.m.

7:30-8:00 p.m. Cultivating Trust and Safety (ICF CC4.2)

Affirming, Encouraging and Supporting the Client (ICF CC4.4)

8:00-9:15 p.m. Observed Coaching Sessions with instructor feedback.

**ASSIGNMENT:** Read *Kitchen Table Talks with Dad: 5 Simple Tools to Become a Transformative Leader*. Please respond to the Discussion Board Questions on D2L before Week 15.

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**WEEK FIFTEEN: MAY 17**

**ASYNCHRONOUS LEARNING LOGS DUE!**

6:00-6:30 p.m. Discuss *Kitchen Table Talks with Dad: 5 Simple Tools to Become a Transformative Leader*.

6:30-7:15 p.m. Managing Time and Focus (ICF CC3.9)

BREAK: 7:15-7:30 p.m.

Inviting the Client to Design Goals, Actions and Methods of Accountability (ICF CC7.9) (ICF CC8.5)
Transforming Learning and Insight into Action (ICF CC8.1) (ICF CC8.4) (ICF CC8.5)
Closing the Session & Honoring the Experience (ICF CC8.6) (ICF CC8.7) (ICF CC8.8)

BREAK

7:30-9:15 p.m. Observed Student Coaching Demonstrations, with instructor feedback.

ASSIGNMENT: Prepare your Observed Session Recording and transcript for submission.

WEEK SIXTEEN: MAY 24

6:00-7:15 p.m. Student Coaching Demonstrations & Critique

BREAK: 7:15-7:30 p.m.

7:30-9:15 p.m. Reviewing the ICF Core competencies.

WEEK SIXTEEN: MAY 31

RECORDING/ TRANSCRIPT OF OBSERVED SESSION DUE!

Submit one audio recording (MP3, WMA or WAV) of an observed coaching session that meets or exceeds ICF’s standards for the ACC credential, along with a time-stamped Rev.com transcript.

**Warning:** Do not edit either the recording or the transcript or you will not receive a passing grade! Please submit your work to Tim Crum and to the faculty via your private Google Folder.

6:00-7:15 p.m. Student Coaching Demonstrations & Critique, continued.

BREAK: 7:15-7:30 p.m.

7:30-9:15 p.m. Reviewing the ICF Core competencies, continued. Preparing for the final exam.

“NEXT STEPS” MEETING: JUNE 28

FINAL EXAM RECORDING DUE!
Submit an audio recording (MP3, WMA, or WAV) of a coaching session with a real client (not a classmate or professional coach) that meets or exceeds ICF's standards for the ACC credential, along with a Rev.com transcript. **Warning:** Do not edit either the recording or the transcript or you will not receive a passing grade! **Please submit your work to Tim Crum and to the faculty via your private Google Folder.**

6:00-7:15 p.m. Next steps in the credentialing process

BREAK: 7:15-7:30 p.m.

7:30-9:15 p.m. More on setting up a coaching practice.

**Adjusted Syllabus/ Schedule to Meet ICF_Level One Requirements for the ACC**

**March 2022:** Classes held during March will include 2 observed coaching sessions **without** written feedback per student. Please keep track of these sessions. The times spent in faculty-observed coaching sessions either as a coach, “client” or observer will count towards your coach mentoring group hours.

**April 2022:** Classes held during April will include 2 observed coaching sessions **with** written feedback per student. Please keep track of these sessions. The times spent in faculty-observed coaching sessions either as a coach, “client” or observer will count towards your coach mentoring group hours.

We will schedule one-on-one coach mentoring hours during the last two weeks of April.

**May 10, 2022:** Final date to decide if you are going to work towards ICF certification. If you are interested only in a CTU certificate of completion and are certain that you will not pursue ICF accreditation through *ThrivingTogether*, you will still need to submit one recording (MP3, WMA or WAV) of an observed coaching session that meets or exceeds ICF’s standards for the ACC credential, along with a Rev.com transcript; however, you won’t need to submit a final Exam recording with a real client, nor will you have to schedule an Exit interview. Please submit your work to Tim Crum and to the faculty via your Google folder.

Should you decide to pursue ICF credentialing in the future, CTU will give you credit for the educational hours completed but cannot guarantee the possibility of mentor hour “make-ups” or the opportunity to sit the Final Examination.

**May 17, 2022:** Asynchronous Learning Logs due!
**May 31, 2022:** Due date for submitting one recording (MP3, WMA, or WAV) of an observed coaching session that meets or exceeds ICF’s standards for the ACC credential, along with a Rev.com transcript.

**June 2022:** We will offer two Make-Up sessions on Tuesday nights. Dates TBA. Grading of Observed Coaching Session with written feedback.

**June 28, 2022: Final Exam due.** Submit an audio recording (MP3, WMA, or WAV) of a coaching session with a real client (not a classmate or professional coach) that meets or exceeds ICF’s standards for the ACC credential, along with a Rev.com transcript. Please submit your work to Tim Crum and to the faculty via your Google folder.

**July and August, 2022:** Grading of final exams and of any assignments still requiring written faculty feedback.

**August:** Two-hour exit interviews. These interviews represent the remaining two-hours of one-on-one coach mentoring. You will have the opportunity to go over your Final Exam with the faculty and to review your mastery of the ICF Core Competencies. You will also discuss “next steps” towards the ACC.

**September:** Issuing of CTU certificates of completion of either an ACSTH 75-hour ICF accredited coaching program or, depending upon the status of *ThrivingTogether*, of a Level One 75-hour ICF accredited coaching program.

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**Definitions:**

**ACC** = Associate Certified Coach

**PCC** = Professional Certified Coach

**ACSTH** = Approved Coach Specific Training Hours (ACSTH) program accreditation is intended for coach training providers who are interested in having their training program accredited by ICF Coach Training. *ThrivingTogether* is currently an ACSTH accredited program.

**Level One Program = ACSTH programs need to convert to Level One programs by December 2022.** *ThrivingTogether* is in the process of meeting new requirements for Level One Programs, but it is now a fully accredited ICF program.

Level 1 accreditation is intended for coach education providers who are interested in having their education organization accredited by ICF Coaching Education.

Level 1 accreditation is for at least 60 and up to 124 contact learning hours and is designated as ACC Accredited Education.
Graduates from a Level 1 education and training program may apply for the Associate Certified Coach (ACC) Credential using the Level 1 application path if they meet the credentialing application requirements.

**International Coaching Federation:** [https://coachingfederation.org/](https://coachingfederation.org/)