
Coaching Skills 2023

Welcome to Coaching Skills. In this course, you will join an international cohort to learn the foundational skills of coaching. This course will challenge you to change the way you listen, show up, and help others. We will divide our attention between coaching philosophy, skills practice, frameworks for change, and ethical decision-making. We look forward to being with you on this journey!

You have access to this course and the associated materials until August 15, 2024

Course Learning Objectives

- Articulate the difference between coaching, counseling, and mentorship
- Establish a 2-part agenda with clients during each coaching session
- List each of the stages of change
- Use at least two solutions focus interventions
- Identify multiple types of motivation
- Use powerful questions effectively
- Use client language to diagnose hopefulness

Lessons:

Each class meeting has two lessons to be completed in advance of the meeting. Lessons are unlocked on a weekly basis so that you can focus on the material for the upcoming class. There is a chart with lesson dates at the bottom of this syllabus.

Typically, lessons include:

- A learning anticipation guide (an optional activity to prepare you for better learning)
- A pre-recorded lecture (a required lesson that introduces the main themes or skills)
- A practice guide (with suggestions for practicing the relevant skills)
- Handouts (additional materials to support your learning)
- Recordings of each session are posted in the follow-up for each lesson.

Attending class:

We use Zoom for our class meetings. Our Zoom meeting can be found in this syllabus. Please plan to arrive early enough to adjust your audio settings and ensure your technology is working properly. Class begins promptly.

Please note - on November 5, 2023, the Pacific time zone changes. Clocks are turned backward one hour. Please check how this may affect your local time zone.

Class sessions are held at two different times. You may attend either session. [Time Converter Link](#)

Fridays 5 pm-8 pm, Pacific

Saturdays 9 am- 12 pm, Pacific

Class session dates are:

- **September 22 or 23 (Orientation 1.5 hours)**
- **September 29 or 30**
- **October 6 or 7**
- **October 13 or 14**
- **November 3 or 4**
- **November 10 or 11**
- **November 17 or 18**
- **December 8 or 9 (Optional 1.5 hour wrap-up)**

Practicum:

Some weeks, there are optional practicum sessions (held twice-- Wednesday morning and afternoon US Pacific time-- so that it is convenient for those living in all time zones). This practicum is intended to be an opportunity to deepen practice for those who are available to attend. This is not required, although it is highly encouraged. Practicum sessions are not recorded. You can join the practicum sessions through the classroom link.

Practicum sessions are held at two different times.

You may attend either session. [Time Converter Link](#)

Wednesdays 9 am-10:30 am, Pacific

Wednesdays 3 pm-4:30 pm, Pacific

Practicum session dates are:

- **October 4th**
- **October 11th**
- **October 18th**
- **November 8th**
- **November 15th**
- **November 22nd**

Professional Ethical Behavior:

Because our classes depend on self-disclosure and participation, we require a confidential and supportive learning environment.

Course Requirements:

Each student will be expected to participate in the class sessions as well as complete homework in advance of the class session. Students are required to attend 70% of all class sessions in person. If you miss a class or wish to listen to a previous class, they will be available on our website in the lesson section. These are not intended to be regular substitutions for attendance.

We also understand that some people find value in reviewing these recordings after the course has ended.

Lesson order and unlocking schedule:

Lesson Topics	Complete by	Unlock Date
Orientation	September 22 or 23	September 8, 2023 Noon Pacific Time
Introduction to Coaching Agenda and Accountability Introduction to Core Competencies	September 29 or 30, 2023	September 23, 2023 Noon Pacific Time
Creating client Awareness Coaching Presence	October 6 or 7, 2023	September 30, 2023 Noon Pacific Time
Powerful Questions Metaview and Metaphor	October 13 or 14, 2023	October 7, 2023 Noon Pacific Time
Mid-Course Visible Learning	November 3 or 4, 2023	October 14, 2023 Noon Pacific Time
Goals and Motivation Values Clarification	November 3 or 4, 2023	October 28, 2023
Stages of Change Solutions Focus	November 10 or 11, 2023	November 4, 2023 Noon Pacific Time
Using In-Session Activities Hope Diagnosis	November 17 or 18, 2023	November 11, 2023 Noon Pacific Time
End-of-Course Review	November 18, 2023	November 18, 2023 Noon Pacific Time