



## LEVEL 1 PROGRAM OVERVIEW & FAQ

Welcome to our ICF Accredited Education program to become a generative professional coach that confidently demonstrates the ICF core competency skills at the ICF-ACC, Associate Certified Coach level.

Upon completion of this 60-hour curriculum, you are eligible to submit a client session recording that evidences your development. After that, you are eligible to apply for an ICF Credential at the ACC level upon reaching the required minimum of 100 client coaching hours.

This document provides:

- Session schedule
- Program elements and when they occur
- Estimated time commitment by element and overall
- Information on getting from Level 1 to Level 2.
- Frequently asked questions
- Learning outcomes for each of the three stages.

Throughout the program you have access to a password protected Dashboard where all materials are stored for easy 24x7 access, session-by-session preparation instructions and assignment submission along with session recordings.

Review this and capture additional questions to support a discussion with our Relationship Advisor who assists you with program registration. Schedule a free consultation [appointment online](#).

### PROGRAM SCHEDULE & ELEMENTS

#### Public Cohort Session Schedule – Thursdays 11am-1pm OR 7pm-9pm US Eastern

Start Month	STAGE 1: Weeks 1-10	STAGE 2: Weeks 11-17	STAGE 3: Weeks 18 - 24
FEB	16 FEB – 20 APR 2023	27 APR – 8 JUN 2023	15 JUN – 27 JUL 2023
SEP	28 SEP – 7 DEC 2023	14 DEC 2023 – 8 FEB 2024	15 FEB – 28 MAR 2024

#### Element One: Weekly Sessions – 48 Hours of Synchronous Learning, plus Group Mentor Coaching & Observed Coaching

STAGE 1: Foundations of Generative Coaching	STAGE 2: Mastery of Professional Coaching	STAGE 3: Frameworks of Generative Coaching
WEEKLY 2-Hour Live Session with 30-45 Minutes Preparation	WEEKLY 2-Hour Live Session with 45-60 Minutes Preparation	WEEKLY 2-Hour Live Session with 60-75 Minutes Preparation

#### Element Two: Peer Coaching Relationships in Pairs (Client in the first one, Coach in a second one)

	Peer Coaching Program Pairs Weekly Self Scheduled: Session 11-20	
	Weeks 11-20: Two, 30-minute Sessions per Week	

**Element Three: Peer Coaching in Triads to Practice & Received Observed Coaching Written Feedback**

	<b>Three Rotations of Peer Coaching Program TRIAD Practice</b> <b>Session 6-11, Session 12-17, Session 18-23</b>
	<b>Three 75-minute sessions during each 5-week period</b> <b>Receive Written Feedback from Certified Mentor Coach in each period</b>

**Element Four: Core Competency Skills Application (self-managed learning)**

	<b>inviteCHANGE Learning Cloud</b> <b>ICF Core Competency Insights Course</b> <b>8 Lessons – Weeks 11-24</b>
	<b>45 Minutes per Week</b>

**Element Five: Direct Client Application of Learning ~ Start Building Client Coaching Hours**

	<b>Coaching with Private Clients Weeks 11-24:</b>
	<b>Recommend Up to 3 Clients ~ 3 Hours per Week</b> <b>12 Hours Logged per Month ~ 72 Hours by Program End</b>

**Element Six: Individual Mentor Coaching Sessions – 3 Hours of Individual Mentor Coaching**

	<b>Individual Mentor Coaching #1</b> <b>@ 12-15 Hours of Client Coaching Experience</b> <b>Must Occur by Session 24</b>	<b>Individual Mentor Coaching #2</b> <b>@ 50 Hours of Client Coaching Experience</b>	<b>Individual Mentor Coaching #3</b> <b>@ 75 Hours of Client Coaching Experience</b>
	<b>60-minutes Preparation and 60-minutes with Certified Mentor Coach plus 30-minutes Self-Reflection</b>		

**FREQUENTLY ASKED QUESTIONS**

**What happens in the weekly sessions?**

- We design the sessions to give you a direct experience of generative coaching. That means you always have an opportunity to surface the meaning you perceive for what is shared, discussed, and practiced in every session. Your cohort of peers value your point of view as you will value theirs because you are all adult professionals learning how to adopt a more sophisticated method of communicating and relating.
- Everything you already know, and value is welcome. Your program delivery leaders amplify what you know that aligns with coaching and invite you to notice and negotiate what is new until you gain understanding and with time embody the generative mindset and skill set of coaching.
- In advance of each session, you are offered a little bit of reading, sometimes a video to watch and/or an article to read, and a couple of reflection questions to complete. Some sessions that focus on anchoring skill and mindset development, include a written assignment you complete and submit in advance of the session. Everything you require to prepare may be accessed through your private, password-protected dashboard on the inviteCHANGE website.

## How much time will I spend in class, homework, peer coaching?

### TOTAL ESTIMATED TIME COMMITMENT: ALL ELEMENTS - HOURS PER WEEK

2.75	2.75	2.75	2.75	2.75	2.75	3.75	2.75	3.75	2.75	8.75	4.75	5.75	7.75	8.75	7.75	8.75	8	9	8	9	8	9	8
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

- The table above provides an estimate of the time commitment for all elements of the program on a week-by-week basis.
- Of course, you are most welcome to spend more time and likely benefit from doing so as the program progresses, and you actively apply the learning with clients of your own.
- Developing as a coach requires that you engage, experiment, allow some unlearning, risk being clumsy in the safety of peers learning together, receive supportive feedback to strengthen and practice again.

## What happens if I miss a few classes?

- Your peers and delivery leader will miss you and you will miss them! And we understand that life is busy and with the best of planning things arise that result in missing a session. Do your best now to block your calendar so planned events may work around your program schedule, being sure to not miss consecutive sessions.
- To earn completion for the required 60 contact learning hours you may not miss (without make up) more than a total of four hours.
- In the event you miss a class, you can make up the contact learning hours requirement. This occurs by watching the video of the session and then submitting written comments, offering your point of view in discussions and for any coaching that occurs, your reflections on what you observed. Your comments may also include questions you may have, and a delivery leader will review everything and provide you with comments and answers in return.

## How long do I have to complete everything?

- Our program design offers a pace that matches the schedule of adults with a full life of commitments. That said, staying current with the preparation activities for each session provides the best way to optimize the progression of learning and complete as the program schedule suggests.
- Ask for support if you require a little more time for a particular assignment or activity. Your delivery leader and our Director of Education are always available to negotiate choices, so you can focus attention on both the skill development through the program and what you need for life balance.

### Can I choose to switch between the AM and PM sessions to juggle my schedule?

- No, and this is for your benefit and the experience for your peers in the cohort.
- The program experience with your cohort includes creating agreements with each for how to construct a safe and welcoming environment that encourages vulnerability for learning. This strengthens over time as everyone engages in practice, reflection, discussion, and feedback. You will experience a closeness that comes from these elements that gets disrupted by people coming and going.

### What practice and development opportunities are part of the program?

- 7 Learning Labs are part of the weekly sessions and are for direct skill practice with verbal feedback from delivery leaders and peers. This is considered *group mentor coaching* for the purpose of your Level 1 certification requirements.
- Peer Triad sessions happen outside of class: they are risk-free practice and when in the role of coach, that time may be added to your coaching hours log. In addition, you upload the recording through the dashboard to Raenotes and receive written feedback from a delivery leader. This is called *Observed Coaching Feedback*, again for the purpose of Level 1 certification requirements.
- Peer Pair sessions are also risk-free practice and provide the benefit of working with a person over time - applying the tools for contracting, a client coach development plan, client session updates and initial discovery session inventory. Two relationships to learn from each the coach and client role. The time in Coach role may be added to your client coaching hours log.
- *Individual Mentor Coaching* begins after you have 12-15 hours of client coaching hours experience. It is an opportunity to work with other inviteCHANGE Certified Mentor Coaches to receive tailored feedback based upon one of your client session recordings (not peer, not from class).
  - A total of three hours is required to satisfy the Level 1 requirements and be eligible to earn an ACC credential award.
  - One individual mentor coaching session must be completed by end of the live program sessions.
  - The remaining two individual mentor coaching sessions are completed as you progress in client coaching hours, usually the second around 50 hours and the third around 75 hours.
  - Tip for success: If you are engaged with at least 3 clients beginning by session 11, you will accumulate hours more quickly. Engage in mentor coaching as your client coaching hours build – don't wait!

### **What support does the program offer me to contract for paying clients?**

- The first eight hours for your client coaching hours log (yes, we provide a template for you to track your hours) arise through your peer coaching relationships with other cohort members.
- You begin working with a “client” of your own in a practice session assignment in preparation for Session 10. It is quite common that this practice session leads to a multi-month client partnership because, at this point in the program, you are skilled and have the tools necessary to engage with any clients you choose.

### **What tools and resources are provided to support me to work with clients?**

- An online folder of tools includes a variety of documents that you may use from inviteCHANGE by adding your name to it. Over time your inspiration and creativity will be stimulated by your client experience. Clients always share with you what they love in their experience and how they want to work with you. Remember that who YOU are is how you coach, and people hire YOU, not your tools and resources.
- Here is a sample of the first set of tools you receive, and the program gives you process instructions for how to use these tools before your first practice session.
  - Client Coaching Agreement (the contract for services)
  - Client Coaching Readiness
  - Initial Discovery Session Handbook (preparation activities plus)
    - Narrative for what coaching is and isn't
    - Reflection questions
    - Life Mission activity
    - Values Clarification activity
    - Wheel of Life Satisfaction activity
  - Client Coaching Update Form
  - Client Coaching Development Plan
  - Mid-Point/End-Point Progress Report
  - Empowering Beliefs Worksheet
  - Generative Vehicle for Change Worksheet

### **How/where do I get clients for my 100 client coaching hours?**

- Yes, for those of you who seek to enjoy coaching as a livelihood, you are building a small business. You are asking a useful question for yourself. So, let's start with another coaching question: who are you inspired to serve and as a result you decided to engage in rigorous training to be the best coach you can be for them?

- Be available to start, rather than try to figure out a specific niche right away. The building of a coaching practice occurs over time. Why? Because you are also changing your life, choosing a transition toward coaching and for most, this begins part time.
- If you are currently employed full time, research opportunities with your current employer for you to provide coaching to colleagues on the job – these qualify as paid hours. Consider how to allocate some of your discretionary time to building relationships outside of work.
- Be planful to identify how many hours you want to dedicate to coaching. Here's a few tips for that planning: for each 30-minute session with a client, plan an additional 30 minutes for your preparation and to reflect and capture notes after the session. Start now to think about how you will incorporate this new activity into your existing schedule by getting a 12-month calendar out.
  - Put your vacations and personal commitments on the calendar
  - Put the education program commitments on the calendar
  - Add specific days of the week and number of hours you will dedicated to coaching on the calendar
  - Now, step back and look at the entire picture and do a reasonableness check.
  - Build a fictitious client coaching hours log that reflects when you add client 1, client 2, client 3, etc. Estimate that each client works with you for six months for a total of 14 hours.
  - How many clients does it take to get to 100? Six or seven (remember, you will have 8 hours on your log from peer coaching in the program). If you have time to engage more clients, you reach the goal faster – the pace is up to you – set a pace that fits your preferred lifestyle. No client enjoys working with someone who seems stressed or out of balance!
- Know that who you choose to engage with evolves over time as your interests and artfulness grows. For now, begin with imagining the profile of people who you want to spend time with. You likely notice that they are lifelong learners, naturally curious, enjoy self-development, are easy to build rapport with and have some shared interests with you. Make a list of those people who are already in your life that fit that profile. Start now imagining who you will invite to work with you and what that will mean for you and them – reciprocal prosperity!

### **What happens after I complete the program?**

- Completion of the inviteCHANGE program assignments, session preparation, peer fieldwork and individual mentor coaching earns certification for ICF Level 1 education, 60 hours of coach-specific training plus 10 hours of mentor coaching.

- Coach, coach, coach, and coach – this is what you came for, to love your livelihood service clients as a professional coach. In the process you build experience on your client coaching hours log to reach the next milestone of at least 100 hours with a minimum of 8 different clients.
- You become a member of the inviteCHANGE graduate community with access to a global cohort of coaches to support, encourage, and co-create with anytime you want. We also highly recommend becoming a member of the ICF (International Coaching Federation) which is 55,000+ operating in 144 countries with local chapters who create events, offer ongoing education and access to collaborators as you continue to grow your business and your artfulness as a coach.

### **What are the requirements to get from Level 1 to Level 2 Certification?**

- Begin the 70-hour program to achieve the 130 contact learning hours required to be eligible for [Level 2](#) certification.
- To begin, you must complete **one** of the following:
  - inviteCHANGE 60-hour Level 1 program requirements, including all mentor coaching and ICF-ACC level coaching demonstration assessment
  - Hold an ICF-ACC, Associate Certified Coach Credential Award, in good standing.
  - Equivalent 60 hours of ICF-ACSTH, Approved Coach Specific Training Hours (precursor to Level 1 requirements), including 3 individual mentor calls or any ICF-Level 1 accredited education with another provider. inviteCHANGE will accept this education experience as credit hours transfer.

### **What's the difference between inviteCHANGE certification and the ICF Credential?**

- The certification you earn with inviteCHANGE, as an ICF Accredited Educator, prepares you to earn an ICF Credential at the ACC, Associate Certified Coach level.
- After your program is complete and you reach the 100 client coaching hours milestone and have completed 3 individual mentor coaching calls, you are invited to submit a client session recording for assessment. inviteCHANGE, on behalf of ICF, assesses that recording to confirm that you have developed and can demonstrate the core competency skills at the expected level of strength for a person with 100 client coaching hours.
- Once you pass the demonstration assessment, an application may be submitted to the ICF directly to be awarded the ICF Credential. They will review your application and once all is in order, issue a link for you to access (or you can go to a physical proctored site) the Coach Knowledge Assessment. That exam, a set of 81 multiple choice questions, is how you demonstrate that you understand the ethical conduct standards

for a professional coach and how to apply the core competencies to a variety of coaching situations. In case you are wondering, yes, our program prepares you to succeed with this assessment!

### **What makes an ICF credential important?**

- The International Coaching Federation is the largest professional body dedicated to coaching and has established the standards for ethical and effective professional coaching for any type of client or context. Earning an ICF Credential establishes and distinguishes you as a professional.
- Industry research conducted bi-annually through PriceWaterhouseCoopers indicates that the ICF Credential is well recognized by the public nearly 80% of the time and well regarded, meaning paying clients know to ask about the ICF Credential status as a desirable criterion for selecting a coach.
- You've given your time, attention, energy, and heart to your coaching education. Earning the ICF Credential after the Level 1 program, sets you on a course for a lifetime to shape a world where you and others love their life's work. The credential award is both an acknowledgment of your commitment to quality and excellence and an inspiration for yourself to proudly represent the profession as a person who abides the only globally recognized standard for ethics and competence.

### **What discounts are available if I register early?**

- The benefit of early registration comes from access to program materials in advance as well as participation in our coaching communities on social media, giving you a way to begin learning and orienting well in advance of the first session.
- No discounts to tuition occur as we price the program to optimize value and we stand behind the quality of our program learning experience.

## **LEARNING OUTCOMES BY STAGE**

### **Stage 1 Foundations of Generative Coaching**

- Learn the cornerstone principle to tap into your personal and professional potential.
- Increase your interpersonal resourcefulness in any context or type of relationship.
- Apply an agile, open mindset and artful skill set utilizing a foundational framework of professional coaching in everyday conversation.
- Transform your everyday engagement into generative relationship building to achieve and experience what matters most.
- Strengthen capacity to listen at simultaneous and multiple dimensions of perception in order to be artful in creating client awareness.

## Stage 2 Mastery of Professional Coaching

- Gain competence and confidence with the skills and behaviors of the ICF Core Competencies toward the ICF Professional Certified Coach level of demonstration.
- Discover best practices for coach-client relationships over time and weave into coach development action plans.
- Receive valuable insight into your coaching development through extensive practice along with mentor coaching and self-reflection techniques.
- Gain fluency in practical tools for your coaching practice that ensures ethical conduct and client engagement success.

## Stage 3 Frameworks of Generative Coaching

- Practice with peers for integration and enjoy a direct experience of the inviteCHANGE, Generative Coaching principles, models, and techniques.
- Identify and access your next horizon of skill expansion through incorporating first-hand observation of your coaching by Certified Mentor Coaches.

**Further Requirements\* after live program components are completed to receive Completion Certificate and apply for ICF Associate Certified Coach Credential Award on the Level 1 path.**

- Complete two additional mentor calls for a total of three as you gain additional client coaching hours experience.*
- Log a minimum of 100 Client Coaching Hours, with at least 8 different clients.*
- Submit one final client session recording for assessment by inviteCHANGE.*

**Further Requirements\* to receive Completion Certificate and apply for ICF Associate Certified Coach Credential Award on the Level 2\*\* path.**

- Successful completion of Level 1 program requirements*
- Enrollment in and successful completion of Level 2 live training and requirements.*

**Visit <https://coachingfederation.org/credentials-and-standards> for details and sample application.**

\*For any inviteCHANGE live program, you must complete all requirements within 18 months of the last date of live sessions. Any remaining mentor sessions or assessments completed after that timeframe are subject to additional fees.

\*\* Completion of Level 2 Program and receipt of subsequent certificate will create ease for any coach intending to pursue a PCC credential.