



## ACCREDITED DIPLOMA IN COACHING

### Course requirements

#### *1. Duration & Number of Lecture/Class Hours*

The Diploma programme consists of 120 Class Hours and 30 extra hours work to be completed outside of class. All students must provide evidence of the extra hours of study. Maximum class size is 16.

**Total number of hours: 150**

#### *2. Coaching Practice/Experience*

- **Peer Coaching**

Participants are required to coach 5 peers for a minimum of two hours each during the Accredited Diploma Programme, to support, encourage and learn from each other.

**Minimum hours peer coaching: 10**

- **Pro Bono Coaching**

Participants are required to locate and coach three individual clients for six sessions each of one hour duration– free of charge.

**Minimum hours pro-bono coaching: 18**

- **Professional Coaching**

Participants are required to experience four coaching sessions, each of one hour duration, with a professional coach who is recommended by the LBCAI.

**Minimum hours professional coaching: 4**



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### 3. *Assessment Procedures*

Participants will be continuously assessed on practical and written work throughout the duration of the programme and feedback provided.

The five areas of assessment are: Coaching skills, Journal, 360 degree presentation/observation, Book review and presentation, Essay

- **Coaching Skills Assessment**

Coaching skills may be assessed through observed coaching sessions or recorded coaching sessions:

- **Journal**

Participants are required to keep a written journal throughout the duration of the programme. The aim is to afford trainees the opportunity to reflect on new awareness, insights and challenges.

This self-reflection helps to embed and enhance coaching skills and new learning.

- **360 Degree Feedback**

Participants are required, with support from the trainer to formulate a questionnaire, (not less than 14) which will be distributed to family members, friends and co-workers. The questionnaire should be sent to 16 people.

On receipt of completed Questionnaire, the participant must present to the group:

Their experience of the process

Key learning/ insights gained from the exercise

A summary of the action steps they will take as a result of the feedback

- **Book Review**

Participants will be required to review 8 books from the Recommend Book List provided by the Course Trainer,(which includes, Co-Active Coaching by Whitworth, Kimsey-House & Sandahi ) and present a book review to the class group.

- **Reflective Essay**

Participants are required to write a reflective essay on new learning and the application of coaching skills. (Minimum 2,500 words)