



An Audio Learning Program
for the
Busy Professional Coach

Syllabus

*This self-paced learning program can boost your confidence
and move you forward professionally,
helping you break through to a new level of mastery.*



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These 17 audio modules and the additional resources provided will help expand your coaching knowledge and skills, empowering you to achieve greater professional competency. Upon completion, you'll have acquired a deeper understanding of the ICF Core Competencies, while building your confidence and ability to support your clients in their growth.

Audio Modules	Content Description
<p>Audio 1 – Introduction <i>(13 minutes)</i></p>	<p>Who are we called to be as coaches?</p> <p>What brings you fulfillment? Learning to feed your soul versus feeding your ego.</p> <p>Fran's three stories:</p> <p>(1) My personal path to coaching.</p> <p>(2) A little known fact about how the International Coach Federation (ICF) was born.</p> <p>(3) The origin of my definition of coaching: <i>"Coaching is the space of unconditional love where learning, growth, and transformation naturally occur."</i></p> <p>Inquiry for Audio 2: <i>What have you learned, appreciated, or valued in this module?</i></p>
<p>Audio 2 – ACC, PCC, MCC <i>(10 minutes)</i></p>	<p>What are the distinctions of the three coaching levels?</p> <p>Do's and Don'ts for Performance Assessment recordings</p> <p>Inquiry Prep for Audio 3: <i>Why is it important for me to be grounded in the ethical guidelines of my Profession?</i></p>
<p>Audio 3 – Meeting Ethical Guidelines and Professional Standards <i>(6 minutes)</i></p>	<p>How to prepare for the ICF Coach Knowledge Assessment (ethics questions)</p> <p>Six keys for clarity and grounding in the ICF Ethics and Standards</p> <p>A simple practice to empower your professionalism</p> <p>Inquiry Prep for Audio 4: <i>What is important about establishing a coaching agreement?</i></p>



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Audio Modules	Content Description
Audio 4 - Establishing the Coaching Agreement – Part I: Contracting <i>(11 minutes)</i>	The six key elements for establishing a highly effective and empowering Coaching Agreement for a specific coaching conversation. Creating a framework for a transformational conversation. Clarifying a focus Establishing a desired outcome Inquiry Prep for Audio 5: <i>What does my client want?</i>
Audio 5 - Establishing the Coaching Agreement – Part II: Contracting <i>(10 minutes)</i>	Continuing to create a framework for a transformational conversation Exploring the client’s motivation Establishing a measure for success Checking on direction Closure Inquiry Prep for Audio 6: <i>How do I help my client deepen their self-discovery?</i>
Audio 6 – Establishing the Coaching Agreement Part III: Problem Solving Versus Client’s Learning <i>(10 minutes)</i>	Facilitating the client’s learning versus problem solving. Shifting from driving and leading to empowering your client in building capacities to resolve their own issues going forward Inquiry Prep for Audio 7: <i>How do I shine the light on the client’s greatness?</i>



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Audio Modules	Content Description
Audio 7 – The Four Power Tools <i>(12 minutes)</i>	Introducing four power tools for calling forth the client’s greatness <ul style="list-style-type: none"> • Values • Strengths • Beliefs • Qualities of Being Inquiry Prep for Audio 8: <i>How do I demonstrate personal integrity, honesty, and sincerity?</i>
Audio 8 – Establishing Trust and Intimacy with the Client <i>(8 minutes)</i>	Building an environment of safety and trust Exploring trust Exploring intimacy Inquiry Prep for Audio 9: <i>What does it take to be fully present as a connected observer to the client?</i>
Audio 9 – Coaching Presence <i>(7 minutes)</i>	How to be a more connected observer What does it take to be fully conscious? Spontaneous? Open? Flexible? Confident? Inquiry Prep for Audio 10: <i>How do I listen as a learner?</i>
Audio 10 – Active Listening <i>(9 minutes)</i>	Active listening as a whole-body experience How do I listen as a learner? Overuse of reflecting Mastering the art of bottom lining Inquiry Prep for Audio 1: <i>How do I ask questions that create new learning?</i>



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Audio Modules	Content Description
Audio 11 – Powerful Questioning <i>(6 minutes)</i>	Mastering the art of asking questions to evoke discovery, insight, or new learning for the client. Asking questions designed to explore the client’s wholeness, hidden gifts, and strengths How to shift your closed questions to open-ended questions Inquiry Prep for Audio 12: <i>How do I use language that has the greatest positive impact for my client?</i>
Audio 12 – Direct Communication <i>(15 minutes)</i>	How to use direct communication to provide a significantly greater positive impact for the client Direct versus directive How to recognize and avoid “approval judgments” How to use “reframe” as an empowering tool Using metaphor to take the client deeper Allowing sufficient space The art of acknowledgment Inquiry Prep for Audio 13: <i>How do I help my clients make discoveries for themselves?</i>
Audio 13 – Creating Awareness <i>(9 minutes)</i>	Creating awareness – the number ONE job of a coach Helping the client discover new thoughts that <i>strengthen</i> their ability to move forward Shifting the client’s relationship to their issue Three distinctions of “What if?” Inquiry Prep for Audio 14: <i>How do I effectively partner with my client in designing actions or activities?</i>



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Audio Modules	Content Description
Audio 14 – Designing Actions (12 minutes)	Bringing your creativity to designing actions Calling forth the client’s creativity for designing actions Mastering the art of brainstorming to help the client “do it now” Inquiry Prep for Audio 15: <i>How do I help my client broaden the scope of their learning and growth through their planning and goal setting?</i>
Audio 15 – Planning and Goal Setting (12 minutes)	Helping the client broaden the scope of their learning and growth through planning and goal setting Three tips to demonstrate an advanced level of this competency that will boost your coaching at the PCC and MCC levels of mastery and further empower your client in their self-discovery learning process Inquiry Prep for Audio 16: <i>How well do I support my client in being successful?</i>
Audio 16 – Managing Progress and Accountability (11 minutes)	How to support your client in being successful Five ways to hold attention on what is important to the client How to support the client in being accountable to and responsible for themselves Inquiry Prep for Audio 17: <i>What is important to me about being complete with my client?</i>



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Audio Modules	Content Description
<p>Audio 17 – Completion <i>(10 minutes)</i></p>	<p>How to complete a coaching conversation.</p> <p>How to complete a coaching conversation.</p> <p>How to complete a coaching contract.</p> <p>How do you know when it's time to complete?</p> <p>Fran's "golden nugget" advice and contribution to you as your mentor.</p> <p>This practice will accelerate your path to coaching mastery and beyond to greater success and fulfilment.</p> <p>Inquiry for reflection: <i>From the 17 modules in this series, what stands out for you?</i></p>



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Bonus Materials

1. My Portable Mentor Resource Manual
 - Coaching Quotes
 - Fran's Coaching Bumper Stickers
 - 2020 version of the ICF Standards of Ethical Conduct
 - Original ICF Core Competencies
 - 2020 version of the ICF Core Competencies (with comparison to original version)

2. My Portable Mentor Audio Transcript and Journal – Take notes while you're listening to the audio modules and when working with each session inquiry.

3. Additional Materials – MS Word and PDF versions are provided to use with your own letterhead and branding.
 - Annual Completion Assignment
 - Art of Acknowledgement
 - Client Completion Assignment
 - Client Initial Inventory
 - Coaching Beliefs
 - Establishing the Coaching Agreement
 - Intention Worksheet
 - Powerful Questions
 - Qualities of Being
 - Self-Reflective Practitioner
 - The Art of Brainstorming
 - Values Clarification Exercise
 - Wheel of Life
 - Working with Metaphor