



# Professional Coach Training

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## Course Catalog

# Welcome!

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## Welcome from Dr. J.Val Hastings, MCC, Founder & President

Thank you for enrolling in this intensive, hands-on, International Coach Federation accredited training. My vision is that every pastor, ministry staff, and church leader becomes a coach. By enrolling in our coach training program, you are helping this vision become a reality. My promise to you is that we will provide you with the best possible coaching training and resources so that you can become a masterful coach.

This course catalog will provide you with descriptions of the classes that are offered in Coaching4Clergy's Professional Coach Training program. For a current listing of when these courses are offered, please visit the Coaching4Clergy website at [www.coaching4clergy.com](http://www.coaching4clergy.com).

On behalf of everyone at Coaching4Clergy, we look forward to our time with you.

Dr. J. Val Hastings, MCC

## Part One:

### Module 1: Coaching Foundations

**100: An Overview of the Core Coaching Competencies (8 hours)** – provides an overview of the core coaching competencies. A strong understanding of these competencies is one of the most important first steps that you can take as a new coach. ***We recommend you take this class first.\* This class is offered in a self-paced/asynchronous format. Recordings and assignments are available in the Learning Portal for you to complete at your own pace.***

**101: Coaching Intact Teams and Groups (4 hours)** – provides a real opportunity for new coaches to participate in a group coaching experience, an opportunity for new coaches to discuss the group coaching that they just experienced. (ie. How did you do that?), and knowledge and expertise regarding the stages and formation of groups and teams.

**102: Common Coaching Scenarios in Ministry (4 hours)** – provides a basic understanding of nine common coaching situations experienced as a coach in a ministry setting. While coaching of each person or group is unique, there are common themes and approaches that provide the coach with a framework from which to craft a coach approach to ministry. The nine common coaching scenarios we will address include: 1) Coaching the First Time Pastor, 2) Coaching New Beginnings, 3) Coaching the Lead Pastor, 4) Coaching the Supervisor of Paid Staff, 5) Coaching the Transitional (Interim) Pastor, 6) Coaching the Executive Pastor, 7) Coaching the Minister of Music, 8) Coaching those in Career Transition, and 9) Pre-marital and Marriage Coaching.

**103: Deep Listening (4 hours)** – All of coaching begins with deep listening. Masterful coaches listen on multiple levels. This class is designed to develop and expand the new coach's listening skills through practical demonstrations and exercises.

**104: Powerful Questioning (4 hours)** – Powerful questioning is a coach's most important skill for provoking creative thinking and meaningful responses from the coaching client. This class provides insight on how to create powerfully engaging questions that move people forward.

**105: How to Get Started as a Coach (4 hours)** – This class will help students identify those items needed when starting to coach.(ie. Welcome Kit, Coaching Agreement, etc.), provide a thorough review of the Professional Standards and ICF Code of Ethics, and discuss next steps toward developing a coaching practice.

**106: The Coaching Agreement (4 hours)** – This class will instruct new coaches on how to set up a coaching agreement, identify the three components of a coaching agreement, discuss with students how to set up a coaching agreement as an external coach versus an internal coach, discuss with students how to develop a coaching relationship that will maximize the coaching conversation, and explore: coaching presence, dancing in the moment, and best practices-how to improve the way that you relate to others.

## Module 2: Coaching Implementation

***Module 2 consists of four required classes and two electives of your choice.***

### **Required Classes:**

**201: The Ministry Leader as Internal Coach (4 hours)** - This class is designed to help pastors and ministry leaders understand that they can effectively utilize coaching skills to impact their ministry in a powerful and positive way. Pastors and Ministry Leaders will walk away from this class with practical steps of how to implement coaching in their daily lives and improve their ministry by positively impacting their team members' lives and ministry.

**202: Creating New Awareness (4 Hours)** - The goal of this course is to understand that we all have limiting beliefs and false assumptions. In this class you will explore your own limiting beliefs and assumptions, as well as learn practical helps and hands-on experience on how a coach can create a new awareness in the coachee. ***This class is offered in a self-paced/asynchronous format. Recordings and assignments are available in the Learning Portal for you to complete at your own pace.***

**203: Practice Lab – Level One (8 hours)** - This class is an opportunity for students to receive feedback on their coaching, as well as offer feedback to other students when they coach. In addition to student feedback, faculty will also be offering constructive feedback throughout this lab.

**204: Developing a Strong Personal Foundation (8 hours)** - The objective of this course is two-fold: 1) To assist the coach in the development of his/her own solid personal foundation, and 2) To provide the coach with practical discussion, techniques and insights for developing a solid personal foundation in those whom they coach.

## Part Two:

### Module 3: Advanced Development

**Module 3 consists of five required classes and two electives of your choice.**

#### Required Classes:

**301: Direct Communication (4 hours)** - This course is designed to develop expertise using the core coaching competency of Direct Communication. The competency will be modeled, and there will be ample opportunity during the course for students to practice this skill.

**302: Action and Accountability (4 hours)** - This course is designed to hone students' use of the core coaching competency of Action and Accountability. A thorough review of the competency will occur. This competency will also be modeled, and there will be ample opportunity during the course for students to practice this skill.

**303: Creating a Coaching Culture in Your Ministry Setting (4 hours)** - In this course, you will learn how to create a coaching culture which will transform your church or regional setting. In addition to developing your own coaching competency, you will learn the four keys to successfully creating and sustaining a coaching culture. You will also discover the multiple ways in which coaching skills can enhance your clergy toolkit. ***This class is offered in a self-paced/asynchronous format. Recordings and assignments are available in the Learning Portal for you to complete at your own pace.***

**304: Conflict Coaching (4 hours)** - Coaches frequently find themselves coaching individuals and groups around the topic of conflict. Many coaches feel inadequately prepared for conflict-coaching. This course will provide participants with an opportunity to increase their understanding of conflict, as well as identify their own personal style of addressing conflict. Practical and proven techniques to further develop conflict competency as a coach will also be explored. While this course will offer participants valuable resource material, the real value of this course comes from the candid discussion and sharing of the group around real conflict situations. Those participating in this course are asked to identify, in advance of class, conflict situations in their

personal and professional life. Actual coaching on conflict will occur in this course. Because of the deeply personal nature of this topic, strict confidentiality is required.

**305: Group Coaching Practice Lab (8 hours)** - Group Coaching Practice Lab is an opportunity for students to experience group coaching firsthand, as well as practice being the group coach. This course is highly experiential.

## Module 4: Coaching Mastery

**Module 4 consists of five required classes and two electives of your choice.**

### Required Classes:

**401: Artful Language (4 hours)** - Many of us grew up with the saying, “Sticks and stone may break my bones, but words can never hurt me.” Nothing could be further from the truth! This course is designed to develop and hone the student’s use of language as an art.

**402: Practice Lab – Level Two (8 hours)** - Practice Lab-Level Two is an opportunity for students to receive feedback on their coaching, as well as offer feedback to other students when they coach. In addition to student feedback, faculty will also be offering constructive feedback throughout this lab.

**403: Establishing Yourself as a Coach (4 hours)** - This course is designed to provide students with valuable resources on the topic of establishing themselves as a coach. This course provides a wealth of practical and proven materials and exercises. ***This class is offered in a self-paced/asynchronous format. Recordings and assignments are available in the Learning Portal for you to complete at your own pace.***

**404: Coaching Through Major Change (4 hours)** - The purpose of this course is to support coaches in understanding their personal change leadership style and the impact on their coaching style. Coaches will be introduced to a change model that can be used as a foundation for coaching clients through change.

**405: Coaching Mastery (4 hours)** - This course is intended to provide students with a unique opportunity to experience coaching mastery. This course includes: 1) Observing a seasoned coach in action. You will experience a seasoned coach during a LIVE coaching session and then engage in a debrief with the seasoned coach; 2) Engaging in candid discussion on coaching mastery. Topics include defining coaching mastery, discussing the Core Competencies at the Master Certified Coach Level, various approaches to coaching mastery, and challenges and pitfalls when striving for coaching mastery; 3) Developing your own plan for ongoing coaching mastery.



Each participant will develop their own “next steps” plan to further hone their coaching skills; and

4) Asking the questions that you always wanted to ask a Master Coach.

## Electives

**503: Coaching the Lead Pastor (4 hours)**- This course is designed to assist the lead pastor in rooting their ministry in their passions, gaining a vision for their congregation, building healthy teams, and keeping a vital relationship with God. Many lead pastors feel stuck in the routine of their ministry and bogged down with personal conflicts in the church. Coaching for the lead pastor should result in a greater ministry focus and passion. We will look at how pastors uncover the unique vision God has for their church and how to build a team with complementary gifts to carry it out. We will also focus on how to help a lead pastor shift from doing the ministry to equipping others. We will also discuss how to coach lead pastors around developing their own personal care plan to keep their relationship with God fresh in the midst of fulfilling their ministry calling.

**504: Relationship Coaching (4 hours)** - This class will explore how coaching can help you get more out of your relationships as well as how you can coach others to achieve more in their relationships. We will touch on some of our common relationships, as well as broad practices that will benefit you and your coaching approach. Participants will take away practical skills and behaviors to enhance their relationships along with tools to help you coach people in their relationships.

**505: The Supervisor as Coach (4 hours)** - This course will explore common issues and ways to apply coaching in areas where there is a specific desired outcome. The outcome may involve constraints such as a time line, budgetary requirements, change in actions, etc. This elective will include the following: 1) Exploring key components of effective goals; 2) Addressing the apparent conflict of one person being both supervisor and coach; 3) Implementing all the Core Coaching Competencies; 4) Developing powerful questions for content rich coaching; 5) Addressing challenges of the coaching relationship and coaching agreement, as both supervisor and coach; and 6) Building techniques to fortify Action and Accountability. Join us as we discover how you, as supervisor and coach, can use the empowering tools of coaching to help unlock challenges and produce results. Expectations for this class are as follows: The class will include examples, case studies and live coaching.

**506: Coaching Small Groups and Life Groups (4 hours)**- This class will focus on how coaching can bring new perspective and energy into your group ministry by moving from a teacher/student model to a coaching model. Participants in this class will takeaway practices on

how to use coaching skills to create effective small groups as well as how you can replicate this in their leaders.

**507: Coaching for Focus and ADHD Challenges (4 hours)** - This course will explore common issues of overload and distraction that frequently challenge many in ministry, business, and life. We will develop ways to apply coaching to reduce stress and energy zappers and greatly enhance effectiveness, building more success. This elective will begin by learning to recognize common challenges and strengths. The coaching blocks of Powerful Questions and Action and Accountability will be major tools used to personalize ways to remove distractions and provide focus for priorities leading to greater success. Topics covered will include: time management, project management, setting priorities, physical organization, helpful tools for you and your coachees, and accountability that encourages, including using email and other methods. Join us as we discover and explore keys to help unlock these challenges to unleash potential and results.

**508: How to Lead a Webinar (4 hours)** - This class is intended to develop basic skills for preparing for and leading successful webinars. Topics include: Facilitation tips; How to assign meaningful fieldwork; Balance between content and coaching. Although the class is not focused on a specific webinar technology, students are assigned to research a webinar technology and present the information to the class.

**509: An Introduction to Coaching at End of Life (4 hours)** - This class will introduce how a spiritual leader can use a coach approach to minister to the dying and the grieving. Participants will take away practical skills and behaviors that will help them to minister to those at end of life – both to individuals and to groups. Practical tools for follow up will be introduced. Those participating will also be given the opportunity to examine their own views on death, dying and grieving.

**512: Coaching for Leadership Transformation (4 hours)** - This course will cover the key aspects of Coaching for Leadership Transformation. The four sections are: Coaching for Pastoral Transformation; Coaching for Board/Council Transformation; Coaching for Laity Leader Transformation; Coaching for Staff Transformation.