

Tutor:

Syndicate:

**Overall*****The requirements for successful completion of the Programme include completing the following to the required standard:***

	✓	Date	Comments
Planning Meeting & Eight Tutorials			See below for detailed schedule
Seven Telephone Tutorials			See below for detailed schedule
Observation of Coaching in Tutorial 1st (of 2)			At least two opportunities to coach in Tutorials
Observation of Coaching in Tutorial 2nd (of 2)			At least two opportunities to coach in Tutorials
Observation of Coaching in Client Context x 1			Typically happens during second half of Programme
Tutor happy with GROW & ND Coaching			Tutor will give preliminary indication around time of T5
16 Practice Client Sessions			See note below & separate Practice Client Progress Log
40 Hours Coaching Practice			See note below & separate Practice Client Progress Log
Learning Portfolio			Tutorial Learning Records (below); Coaching Records (see separate log)
Six Reading Reviews			See table below & BC Manual for required reading
Reflective Essay			Typically done after all Tutorials completed
Business Panel Presentation			Typically done after all Tutorials completed
Elective: 10 hours of additional CPD			As per separate CPD Learning Log
<i>Sample Entries (to cut and paste and edit)</i>	✓	27 Oct 12	<i>Might be helpful if you are completing this schedule electronically</i>

**Tutorials & Telephone Tutorials****Participation****Learning Record**

	✓	Date	✓	Date
Planning Meeting			N/A	N/A
Tutorial 1				
Telephone Tutorial 1				
Tutorial 2				
Telephone Tutorial 2				
Tutorial 3				
Telephone Tutorial 3				
Tutorial 4				
Telephone Tutorial 4				
Tutorial 5				
Telephone Tutorial 5				
Tutorial 6				
Telephone Tutorial 6				
Tutorial 7				
Telephone Tutorial 7				
Tutorial 8				

**Reading Reviews - 6 Required****Reading Review*****Complete 6 reviews of most value to you from:***

	✓	Date
Gallwey, <i>The Inner Game of Tennis</i>		
Ibarra, <i>Working Identity</i>		
Katzenbach & Smith, <i>The Wisdom of Teams</i>		
Kimsey-House et al, <i>Co-active Coaching</i>		
Kilburg, <i>Executive Coaching</i>		
Kline, <i>Time to Think</i>		
Knight, <i>NLP at Work</i>		
Peltier, <i>The Psychology of Executive Coaching</i>		
Rogers, <i>Coaching Skills</i>		
Scoular, <i>Business Coaching</i>		
Shaw & Linnecar, <i>Business Coaching</i>		
Whitmore, <i>Coaching for Performance</i>		
AN Other Choice 1		
AN Other Choice 2		
AN Other Choice 3		
AN Other Choice 4		

**Notes on Practice Clients*****Work with at least four practice clients, and log a minimum of 36 hours practice in total***

Eg 1: 4 clients x 4 sessions x 2 hrs + 4 x 1 hr chemistry meetings (=36 hrs)

Eg 2: 6 clients x 4 sessions x 1.5 hrs + 6 x 1 hr chemistry meetings (= 42 hrs)

Eg 3: 6 clients x 5 sessions x 1 hr + 6 x 1 hr chemistry meetings (= 36 hrs)

Or other combination as you wish! (&amp; see separate Practice Client Progress Log)

Signed - Tutor:

Date: