

MODULE #01: EMPOWERED RELATIONSHIPS

You will have a Pod Call and a Group Supervision Triad call during this module.

During the two weeks with this module:

- Pay attention to the assumptions that you have about your clients, yourself as a coach, and your coaching relationships.
- As you become more aware of these assumptions, notice how they impact your relationships.
- Consider how your assumptions empower or disempower the relationships.

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #01: “Empowered Relationships”
- *Co-Active® Coaching* book, Chapter 2: “The Co-Active® Coaching Relationship”
- The definition of each of the four Cornerstones in the Glossary
- Review the FORMS area on MY CO-ACTIVE.COM

LISTEN:

- If you did not attend the live Orientation Call, listen to the recording of the call
- Module Audio #01A: “Welcome and Empowered Relationships” (Length 0:19 min)

PREPARE:

- Your introduction including your name, where you are from, and who you want to be in this Program.
- Think about your assumptions about the Certification Program and what promises you will make toward your involvement in the Program. Come to the first Pod Call prepared to share one assumption and one promise with your group.
- Knowing that they are the foundations of your designed alliance, note any modifications or additions to the Group Call Agreements that you would like to request.
- Get connected to your Captain; you will be introducing your Captain to your Pod.

Second Week: Group Supervision Call Details

Before the Group Supervision Call

LISTEN:

- Module Audio #01B: “Supervision” (Length 0:12 min)

PREPARE:

This call is the first of your three Group Supervisions.

- Bring your Group Supervision Review form to the call.
- Come to the call prepared to step into any or all of these three roles: coach, client, and observer. Reflect on these questions:

- Who do you want to be with your supervisor?
- What is hard for you about being supervised?
- What is exciting for you about being supervised?
- What is the perspective you choose to stand in about Supervision?
- Read *Chapter 1: Introduction & Orientation "Group Supervision Call"* for the set-up of this call.

After the Group Supervision Call

By the Friday following your Group Supervision Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME
3. Email your Client Roster to roster@coactive.com prior to the next Pod Call.

HOMEWORK JOURNAL:

- Identify your goals and intentions for the Program.

We expect that you enrolled in this Certification Program with specific goals and one or more intended outcomes for yourself. Here is an opportunity for you to state your goals and your intentions as we begin.

Notice that we are looking at both "Co" and "Active" — your intention for yourself as a coach and a human being by the time you complete this Program, and some clear measurable outcomes that you will be aiming for in your practice development or work with the Co-Active® Model.

Consider goals and intentions that will give you a deep sense of accomplishment at the end of the Program.

Goals/Intention (identify at least one, and up to three):

By the end of this Certification Program, I will _____

By the end of this Certification Program, I will _____

By the end of this Certification Program, I will _____

- What is the most important part of the designed alliance for you?
- What do you think is the most important part of the designed alliance for your clients?

HOMEWORK DISCUSSION:

- In your Triad Call this week with the group supervisor, what role did you have — coach? client? observer? What learning did you get from this experience and how will you apply that with your clients?

MODULE #02: THE CORNERSTONES

You will have a Pod Call and a Group Supervision Triad call during this module.

During the two weeks with this module:

Pay attention to the impact of coaching from the foundation of the Cornerstones, and notice which ones you naturally do well and which need more of your attention.

Here are some suggested activities you may want to use in your exploration of this:

- Notice how your relationships are different with different clients. To deepen your awareness, after each coaching session, find a metaphor that describes how your coaching relationship showed up.
- Choose five of your clients, and answer the following questions for each one:
- On a scale of 1 to 10 (10 being extremely well), how well do I create a safe space with this client, and on the same scale, how well do I create a courageous space with this client?
- How do I do this with this client?
- What stands out about my designed alliance with this client?
- What needs to be re-designed to fully empower the relationship?
- Consider how you create a safe and a courageous space with your current clients. What works really well? What, if anything, needs to be re-designed to fully empower those relationships?

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #02: “Four Cornerstones of Co-Active® Coaching”
- *Co-Active® Coaching* book, Chapter 1: “The Co-Active® Coaching Model”

LISTEN:

- Module Audio #02A: “The Co-Active® Model” (Length 0:18 min)

Second Week: Group Supervision Call Details

Before the Group Supervision Call

READ:

- *Co-Active® Coaching* book, Chapter 2 Section: “The Coaching Environment”

LISTEN:

- Module Audio #02B: “Cornerstones Co-Active® Coaching Demo” (Length 0:47 min)

PREPARE:

This call is the second of your three Group Supervisions.

- Bring your Group Supervision Review form to the call.
- Come to the call prepared to step into any or all of these three roles: coach, client, observer.

Attend the Group Supervision Call

In your Group Supervision Call this week, focus on holding the Cornerstones and using Powerful Questions. Observer gives feedback focused on the following:

- What was the most Powerful Question the coach asked and why?
- Which Cornerstones were most obvious in those?
- What were some examples of not Powerful Questions and why?
- Which Cornerstones would have empowered those questions?

After the Group Supervision Call

By the Friday following your Group Supervision Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME.

HOMEWORK JOURNAL:

This module, including Group Supervision, has been focused on how the Cornerstones empower the coaching relationship. Reflect on what you have learned about this as you answer the following questions:

- What have you learned about how you currently hold the each of the Cornerstones and where is the stretch for you?

HOMEWORK DISCUSSION:

- What are at least two examples of how you specifically create a safe and a courageous space with your clients?
- In your Triad Call this week with the group supervisor, what role did you have – coach? client? observer? What learning did you get from this experience and how will you apply that with your clients?

MODULE #03: INTEGRATION OF THE PRINCIPLE OF FULFILLMENT

You will have a Pod Call and a Group Supervision Triad call during this module.

During the two weeks with this module consider the following:

The Principle of Fulfillment is always available to you as a Co-Active® Coach. Why do you choose this Principle over another? What might be happening in the coaching that indicates the Principle of Fulfillment would be useful for your client?

Here are some suggested activities you may want to use in your exploration of this:

- Work with a client to get them in touch with something they really want in life by creating aliveness and resonance with the client's values, Life Purpose and/or Captain and Crew. This is about more than words. It is about having your client embody their land of Fulfillment, the space of having their desire/yearning/vision fulfilled. You may find yourself going beyond words into movement, visualization, or something else.
- Identify an area of your life in which you would like greater fulfillment. Spend at least 10 minutes connecting to your Life Purpose, your values and/or Captain and Crew and finding the wisdom there for you. Notice what it was like to do this on your own and consider how a coach may have facilitated this with you.

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #03: "Fulfillment"
- Co-Active® Coaching book, Chapter 8: "Fulfillment"

LISTEN:

- Module Audio #03A: "Integration of Fulfillment" (Length 0:30 min)

Second Week: Group Supervision Call Details

Before the Group Supervision Call

LISTEN:

- Module Audio #03B: "Fulfillment Co-Active® Coaching Demo" (Length 0:28 min)

PREPARE:

This call is the third of your three Group Supervisions.

- Bring your Group Supervision Review form to the call.
- Come to the call prepared to step into any or all of these three roles: coach, client, observer.

Attend the Group Supervision Call

In your Group Supervision Call this week, focus on aliveness and resonance. Observer gives feedback focused on the following:

- Where was the coach strongest in this principle and above the line Contexts and Cornerstones?
- How did the coach bring aliveness and resonance into the coaching?

- Were there any Contexts and Cornerstones that were missing or weak?
- What below the line skills did the coach use particularly effectively?
- What below the line skills, if any, were missing and would have been useful?

After the Group Supervision Call

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

This whole module, including Group Supervision, was focused on engaging a client's aliveness and resonance and connecting them to what is most meaningful for them.

- Often times, the presence of dissonance or the lack of resonance indicates that a saboteur may be present. What are at least three of your options as coach when the client's Saboteur seems to be present?

HOMEWORK DISCUSSION:

- In your Triad Call this week with the group supervisor, what role did you have — coach? client? observer? What learning did you get from this experience and how will you apply that with your clients?
- Case Study Application — Apply what you have learned specifically about the Principle of Fulfillment to the following scenario:

You have been coaching Chuck, a successful businessman in his late 50's, for a few sessions. You have established a solid designed alliance and a great relationship with him and done a lot of discovery work. Here is how Chuck begins this coaching session:

"As you know, my mother will soon be stepping down as head of the family business. I realize I now have some urgency around the choices I need to make about my own future. I have spent most of my adult life preparing to succeed her; however, I am now wondering if it might be better to retire early and allow my son to take the reins instead of me. I feel like I really need to make sure I am doing what is right for me as well as for the business."

There is something in the way he says this that has you choose to use a Fulfillment focused approach to this session.

From the Principle of Fulfillment, what are the directions you imagine you might take this coaching?

To answer this, you can either:

- Write out a coaching scenario including the questions you imagine you might ask and how Chuck might answer.
- OR write ONE detailed paragraph explaining how you would use the Principle of Fulfillment to coach Chuck.

MODULE #04: INTEGRATION OF THE PRINCIPLE OF BALANCE

You will have a Pod Call and your first Triad Call without a Group Supervisor during this module.

During the two weeks with this module consider the following:

The Principle of Balance is always available to you as a Co-Active® Coach. Why do you choose this Principle over another? What might be happening in the coaching that indicates the Principle of Balance would be useful for you to use with your client?

Here are some suggested activities you may want to use in your exploration of this:

- Notice the choices your clients are making and not making. What are you learning about being at resonant choice, and what helps keep a resonant choice alive and maintaining resonance?
- Pay attention to where you are skilled in the Balance formula and where you tend to stop, get stalled, or run out of time when coaching your clients.

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #04: “Balance”
- Co-Active® Coaching book, Chapter 9: “Balance”

LISTEN:

- Module Audio #04A: “Integration of Balance” (Length 0:15 min)

Second Week: Triad Call Details

Before the Triad Call

LISTEN:

- Module Audio #04B: “Balance Co-Active® Coaching Demo” (Length 0:21 min)

PREPARE:

- What remaining questions do you have about the Principle of Balance to discuss with your colleagues?

Attend the Triad Call

- See CPCC Manual Chapter 1: Introduction “Triad Calls” for the set-up of this call.

This is your first triad without a Group Supervisor. Use the following as a structure for this call and future Triad Calls.

Triad Calls Set Up:

- (10 min.) Get connection/review learning objectives.
- (60 min.) Coaching (15 min. coaching, 5 min. feedback for each of the three triad members).
- (15 min.) Land learning. Come up with one learning point (or one question) from the triad to bring to Pod Call. This is about your learning as coaches and how you will use your learning from this topic.
- (5 min.) What will each triad member do this week in their coaching?

In your coaching triad, coach each other using the full Co-Active® Model. Observers, give feedback focusing on the following:

- How did the Principle of Balance show up in this coaching, if at all? Consider the concepts of resonant choice, self-limiting vs. empowered beliefs, “Co” and “Active” and the Balance formula.
- What were the skills that the coach used that empowered the use of the Balance Principle?
- How might the coach have been more effective?

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL

- The Balance formula is a useful tool when coaching clients and it is not the whole Principle. What is at the heart of the Principle of Balance? What does the principle of Balance offer to Co-Active® Coaching beyond perspectives?

HOMEWORK DISCUSSION:

- How many individual supervisions have you had? What have you learned from them about being a Co-Active® Coach?
- Case Study Application — Apply what you have learned specifically about the Principle of Balance to the following scenario:

You are continuing the coaching with Chuck. You have established a solid designed alliance and a great relationship with him and done a lot of discovery work. Here is how Chuck begins this coaching session:

“As we talked about before, my mother will soon be stepping down as head of the family business. It seems pretty urgent for me now – I need to make some choices. I have spent most of my adult life preparing to succeed her; however, I am now wondering if it might be better to retire early and allow my son to take the reins instead of me. I feel like I really need to make sure I am doing what is right for me as well as for my family and the business.”

There is something in the way he says this that has you choose to use a Balance focused approach to this session.

From the Principle of Balance, what are the directions you imagine you might take this coaching?

To answer this, you can either:

- Write out a coaching scenario including the questions you imagine you might ask and how Chuck might answer.
- OR write ONE detailed paragraph demonstrating how you would use the Principle of Balance to coach Chuck.

MODULE #05: INTEGRATION OF THE PRINCIPLE OF PROCESS

You will have a Pod Call and a Triad Call during this module.

During the two weeks with this module consider the following:

The Principle of Process is always available to you as a Co-Active® Coach. Why do you choose this Principle over another? What might be happening in the coaching that indicates accessing the Principle of Process would be useful for your client?

Here are some suggested activities you may want to use in your exploration of this:

- In your coaching over these two weeks, listen for where your clients avoid being with their experience.
- With at least three clients, name the emotions or experience they are in and deepen it. Go beyond your own comfort zone in being with your clients' experience, whether this takes five minutes or the whole call.
- In your coaching during this time, notice what helps to move clients from just reacting or talking about their experience/emotions to truly being with them? How do you support them to be with their experience?

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #05: "Process"
- *Co-Active® Coaching* book, Chapter 10: "Client Process"

LISTEN:

- Module Audio #05A: "Integration of Process" (Length 0:18 min)

Second Week: Triad Call Details

Before the Triad Call

LISTEN:

There are two module audios this week. One is a demo of Process coaching and the other is a visualization about intimacy. The visualization audio is only 9 minutes long, and we suggest you allow additional time for reflection after you listen.

- Module Audio #05B: "Process Co-Active® Coaching Demo" (Length 0:22 min)
- Module Audio #05C: "Process Coaching and Intimacy Visualization" (Length :09 min)

After the visualization, consider the following questions:

- What emotions are present for you now?
- What are you learning about what stops you from being connected deeply to your clients?

PREPARE:

- What remaining questions do you have about the Principle of Process to discuss with your colleagues?

Attend the Triad Call

In your coaching triad, coach each other using the full Co-Active® Model. Observers, give feedback focusing on the following:

- How did the Principle of Process show up in this coaching, if at all? Consider the concepts of being with vs. talking about their experience, naming emotions, geography, metaphor, witnessing and articulating what is going on.
- What were the skills that the coach used to empower the use of the Process Principle?
- How might the coach have been more effective?

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

1. Consider how Process coaching is useful for clients. What does Process offer that is different than Fulfillment or Balance coaching?
2. How does Process integrate with Fulfillment and Balance?

HOMEWORK DISCUSSION:

- How many of your 100 required coaching hours have you completed so far?
- Case Study Application – Apply what you have learned about the Principle of Process to the following scenario:

You are continuing the coaching with Chuck. You have established a solid designed alliance and a great relationship with him and done a lot of discovery work. Here is how Chuck begins this coaching session:

“My mother is stepping down as head of the family business. I need to make some choices and now it is urgent. I have invested a lot and spent most of my adult life preparing to succeed her; however, I am not so sure; I am still wondering if it might be better to retire early and allow my son to take the reins instead of me. I really want to make sure I am doing what is right for me as well as for my family and the business.”

There is something in the way he says this that has you choose to use a Process focused approach to this session.

From the Principle of Process, what are the directions you imagine you might take this coaching?

To answer this, you can either:

- Write out a coaching scenario including the questions you imagine you might ask and how Chuck might answer.
- OR write ONE detailed paragraph explaining how you would use the Principle of Process to coach Chuck.

MODULE #06: THE CONTEXT OF FORWARD THE ACTION/ DEEPEN THE LEARNING

You will have a Pod Call and a Triad Call during this module.

During the two weeks with this module consider the following:

Notice the impact of the skills associated with Forward the Action/Deepen the Learning: Requests, Challenges, Inquiry, Powerful Questions, Accountability – Which of these do you do well? Which ones need more practice? What are your habitual ways of coaching that get in the way of stretching your range in this Context?

Here are some suggested activities you may want to use in your exploration of this:

- Notice the themes that show up with your clients. Practice creating inquiries based on those themes for your clients to explore.
- Listen to a recording of one of your sessions and note where your coaching deepened your client's learning, where it forwarded their action, and where it did neither. Reflect on the relationship you observe between Forward the Action/Deepen the Learning.
- Use the skill of 'challenge' with at least two different clients during these two weeks. Note the impact on the client as it relates to Forward the Action/Deepen the Learning. How does using the skill of challenge evoke transformation? What is the relationship between challenging and holding people naturally creative, resourceful and whole?

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #06: "Forward the Action/Deepen the Learning"
- *Co-Active® Coaching* book, Chapter 6 "Forward and Deepen"
- Review the skills of Powerful Questions, Requesting, and Challenging in the Glossary in *Chapter 5: References* of your manual

LISTEN:

- Module Audio #06A: "Deepen the Learning and Forward the Action" (Length 0:14 min)

PREPARE:

- Download and complete the Mid-Program Review form and submit as requested by your CPL, if you haven't already done so.

Second Week: Triad Call Details

Before the Triad Call

LISTEN:

- Module Audio #06B: "Requesting, Challenging and Inquiry Co-Active® Coaching Demo" (Length 0:23 min)

PREPARE:

- What remaining questions do you have about the Context of Forward the Action/Deepen the Learning to discuss with your colleagues?

Attend the Triad Call

In your coaching triad, coach each other using the full Co-Active® Model. Observers, give feedback focusing on the following:

How did the Context of Forward the Action/Deepen the Learning show up in this coaching, if at all? Consider the skills that may demonstrate this Context: Powerful Questions, Requests, Challenges, and Inquiries as well as skills that complemented Forward the Action/Deepen the Learning.

- Which skills did the coach use and how did they Forward the Action/Deepen the Learning?
- How might the coach have been more effective at Forward the Action/Deepen the Learning?
- Discuss together other examples of Requests, Challenges and Inquiries from your experience as a client.

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

SCHEDULE:

Contact your CPL to schedule your Mid-Program Review.

HOMework JOURNAL:

- What is the impact of not holding this Context – of standing in just Forward or just Deepen, or neither?
- What will support you to hold Forward and Deepen as one Context?

HOMework DISCUSSION:

- Give one specific example of homework you have given to a client that honors the wholeness of this Context.

MID-PROGRAM REVIEW

The Mid-Program Review is your opportunity for some one-on-one time with your Certification Program Leader to look at the progress you are making with your learning and what you might want to change, focus on, or improve for the remainder of the Program. It is also a time to do a progress check regarding where you are with completed homework, Supervisions, Triads, Open Topic calls.

The Mid-Program Review occurs after Week 13 and prior to Week 17 of your Program. It is up to you to schedule this call with your CPL. If you have not already done so, contact your CPL now to schedule this call.

After your meeting, your CPL will forward your report on to CTI to be included as part of the documentation for your credential.

Below is a sample copy of the form you will send to your CPL via email.

| MID-PROGRAM REVIEW | |
|--------------------------------|--------------------------------------|
| Name: <input type="text"/> | Pod: <input type="text"/> |
| CPL Name: <input type="text"/> | Date of Review: <input type="text"/> |

Please answer the following questions and save your file in Word format and named as follows: Last First Pod Name MPR (Smith Jane Kitty MPR).
Email your completed form to your CPL at least three days prior to your scheduled review.

- How do you want to use your Mid-Program Review time with your CPL?
- How aligned are you and your supervisors with what you have each observed in your coaching?
- Where are you strong in your coaching?
- Where will you focus your learning for the remainder of the Program?
- What intentions and goals are you setting for yourself for the remainder of this Program?
- What can your CPL and your Pod members count on from you for the remainder of the Program?

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| MID-PROGRAM REVIEW | |
|---|--|
| Progress Checklist: | |
| • Have you completed all your homework up to this point in the Program? <input type="text"/> | |
| • How many of your 100 required coaching hours have you completed? <input type="text"/> | |
| • Have you been meeting at least one hour each month with your own coach? <input type="text"/> | |
| • How many Individual Supervisions have you completed? <input type="text"/> | |
| • Have you scheduled your remaining Supervisions? <input type="text"/> | |
| • How many of the required Podcasts have you listened to? <input type="text"/> | |
| • How many Open Topic Calls have you listened to? <input type="text"/> | |
| • Have you attended all of your Triad Calls and Group Supervision Calls? <input type="text"/> | |
| <hr/> | |
| CPL Notes: <input type="text"/> | |

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MODULE #07: THE CONTEXTS OF LISTENING AND SELF-MANAGEMENT

You will have a Pod Call and a Triad Call during this module.

During the two weeks with this module consider the following:

Notice the impact of the skills associated with the Context of Listening and the Context of Self-Management: Listening at Level 1, 2, and 3, Articulating What's Going On, Metaview, Metaphor, Acknowledgment, Clearing, Making Distinctions Powerful Questions – How do you know when you are listening and/or self-managing? And when you are not?

Here are some suggested activities you may want to use in your exploration of this:

- Listen to five people (other than your clients) focusing from Level 1, from Level 2, and from Level 3. You may choose to vary the order from person to person – just make sure you include all three levels with each person. As you shift levels of listening, notice the shift in impact upon you, upon the other person, and upon your relationship. What, if any, shifts occurred in geography? How did you self-manage – or not? What might support you to hold Listening? What might support you to hold Self-Management?
- Imagine that your life depends on getting as connected as you possibly can to a person who is talking to you. Reflect on what you would listen for and what you would self-manage.

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #07: “Listening and Self-Management”
- *Co-Active® Coaching* book, Chapter 3: “Listening” and Chapter 7: “Self-Management”

LISTEN:

- Module Audio #07A: “Listening and Self-Management” (Length 0:10 min)

PREPARE:

- Schedule your Mid-Program Review appointment with your CPL if you haven't already done so.

Second Week: Triad Call Details

Before the Triad Call

LISTEN:

- Module Audio #07B: “Powerful Questions Co-Active® Coaching Demo” (Length 0:28 min)

PREPARE:

- What remaining questions do you have about the Context of Listening and the Context of Self-Management to discuss with your colleagues?

Attend the Triad Call

In your coaching triad, coach each other using the full Co-Active® Model. Observers, give feedback focusing on the following:

- How did the Context of Listening and the Context of Self-Management show up in this coaching, if at all? Consider the skills which may demonstrate one or both of these Contexts: Listening at Level 1, 2, and 3, Articulating What's Going On, Metaview, Metaphor, Acknowledgment, Clearing, Making Distinctions, Powerful Questions.
- Which skills did the coach use and how did you know they were listening and/or self-managing?
- How might the coach have been more effective at Listening? How might the coach have been more effective with Self-Management?
- Discuss together the impact of the Levels of Listening and Self-Management on both the coach and the client.

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

1. Why are the 3 levels of listening an important distinction for a Co-Active® Coach?
2. How do you or could you use your level 1 Listening in service of the client?

HOMEWORK DISCUSSION:

- How does the Context of Self-Management support you to bring your best self into the coaching, rather than just to keep yourself out of it?

MODULE #08: THE CONTEXTS OF CURIOSITY AND INTUITION

You will have a Pod Call and a Triad Call during this module.

During the two weeks with this module consider the following:

- Notice the impact of the skills associated with Curiosity and with Intuition: Powerful Questions, Inquiry, Listening at Levels 2 and 3, Intruding, Blurting – How do you know when you are being curious rather than just gathering information?
- What is the impact of bringing curiosity for the sake of your client?
- Where do you hold back your intuition?
- What has you hold back your intuition?

What is the impact of bringing your intuition into the coaching relationship?

Here are some suggested activities you may want to use in your exploration:

- Spend 15 minutes under your kitchen sink, being curious. No cleaning, organizing or analyzing. Note that this is an opportunity to specifically practice being curious. Notice what it takes for you to fully inhabit the Context of Curiosity.
- Find someone in your life that you dislike who really pushes your buttons, or is just hard for you to be with. Spend time with that person, being curious from Levels 2 and 3. Do not attempt to coach them. Simply be curious with no attachment.
- Create a game to play with a friend or family member where you each use your intuition. Play the game for at least 15 minutes. Notice the conversation that ensues and your response to the experience.
- Utilize your intuition at least five times during these two weeks with people other than your clients. You may blurt something, ask a question or articulate your intuition in another way. If you gave yourself full permission to follow your intuition, what would you say or do?

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #08: “Curiosity and Intuition”
- *Co-Active® Coaching* book, Chapter 4: “Intuition” and Chapter 5: “Curiosity”

LISTEN:

- Module Audio #08A: “Curiosity and Intuition” (Length 0:19 min)

Second Week: Triad Call Details

Before the Triad Call

LISTEN:

- Module Audio #08B: “Intuition Co-Active® Coaching Demo” (Length 0:30 min)

PREPARE:

- What remaining questions do you have about the Context of Curiosity and the Context of Intuition to discuss with your colleagues?

Attend the Triad Call

In your coaching triad, coach each other using the full Co-Active® Model. Observers, give feedback focusing on the following:

- How did the Context of Curiosity and the Context of Intuition show up in this coaching, if at all? Consider the skills that may demonstrate one or both of these Contexts: Powerful Questions, Inquiry, Listening at Levels 2 and 3, Intruding, Blurting.
- Which skills did the coach use and how did you know they were being curious and/or using intuition?
- How might the coach have been more effective at bringing Curiosity? Intuition? Discuss together how Curiosity and Intuition rely on the Cornerstones, and how they impact the coaching relationship.

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

- How do you re-connect to Curiosity when you get attached to your Level 1 thoughts or opinions?
- When Intuition is absent, it is often because one or more of the Cornerstones is not being held. Consider which Cornerstones are missing for you when you do not have access to your intuition. What is the best way for you to re-connect to those Cornerstones or to Intuition?

HOMEWORK DISCUSSION:

- Over the past month, what have you learned about being a Co-Active® Coach from your individual supervisions?
- What are at least 2 specific examples of how you have used Curiosity with your Intuition, and how did it serve the coaching?

MODULE #09: COACH THE WHOLE PERSON, NOT THE TOPIC

You will have a Pod Call and a Triad Call during this module.

During the two weeks with this module consider the following:

Explore what you are noticing about the relationship between the client's topic and the Cornerstones of Dance in this Moment, Evoke Transformation and Coach the Whole Person.

Here are some suggested activities you may want to use in your exploration of this:

- Notice the times when you think you should intrude on your client, and you do not. What gets in the way?
- In non-coaching conversations over the next two weeks, pay attention to when and where you problem solve or choose not to, and notice the impact on the other person. What happens in your relationship?

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #09: "Coach the Whole Person, Not the Topic"

LISTEN:

- Module Audio #09A: "Coach the Whole Person, Not the Topic" (Length 0:08 min)

Second Week: Triad Call Details

Before the Triad Call

LISTEN:

- Module Audio #09B: "Coach the Whole Person, Not the Topic Co-Active® Coaching Demo" (Length 0:31 min)

Attend the Triad Call

In your coaching triad, coach each other using the full Co-Active® Model. Observers, give feedback focusing on the following:

- What did you notice about coaching the whole client, not just the topic in this coaching?
- Which skills did the coach use and how did you know they were coaching the client not the topic?
- How might the coach have been more effective at holding their focus on the client?
- Discuss together the interplay of holding the client's topic for the coaching and keeping your focus on the client.

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

- What tools and skills support you in focusing or re-focusing on the client, and how do they support you?
- What new muscles do you need to grow or develop to work with the empowered client rather than to just engage in problem-solving or story-telling conversations?

HOMEWORK DISCUSSION:

- How many of your 100 required coaching hours have you completed so far?
- Case Study Application: Consider what you are learning about coaching the whole person and not the topic as it relates to this client scenario, and then answer the questions below.

You are continuing the coaching with Chuck. You have a solid designed alliance and a great relationship with him and done a lot of discovery work (you may want to reflect back on the discussions of previous Case Studies with Chuck). Here is how this coaching session starts:

“Chuck shows up and seems unusually agitated about all of the details on the decisions he is making and how his mother, his son, his family, the employees are all reacting to the current situations in the business. He has a long list of challenges he is wanting to handle by the end of the call and is clearly expecting your advice on them.”

How would you engage the whole client and not just the topics he has? What might be particularly challenging in this scenario and how do you imagine handling it well?

To answer this, you can either:

- Write out a coaching scenario including the questions you imagine you might ask and how Chuck might answer.
- OR write ONE detailed paragraph showing how you would work with Chuck.

You will have a Pod Call and a Triad Call during this module.

During the two weeks with this module consider the following:

Reflect on what you have learned about professional ethics from any profession that you have been involved in or observed.

Here are some suggested activities you may want to use in your exploration of this:

- Pick three scenarios from the reading or from your own experience and reflect on how you would (or did) handle the ethical issues raised.
- Imagine that someone gives you a study sheet for the written part of the Certification exam. You realize that it includes actual questions from the exam, which you know is confidential. What would you really do?
- Review the ICF Ethical Guidelines, Ethics Standards for Co-Active® Coaches and your prior knowledge of professional ethics and notice how they line up with your own personal Ethical Guidelines as a coach.
- Consider how you see yourself participating in the coaching profession over the next five years.

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #10: “Ethics”
- ICF Code of Ethics and ICF Code of Ethics Q&A on the ICF website: www.coachfederation.org

LISTEN:

- Module Audio #10: “Ethics” (Length 0:13 min)

Second Week: Triad Call Details

Before the Triad Call

PREPARE:

- Think ahead of an ethical question you have encountered as a coach, or choose one from the ICF website’s Ethics FAQ section that you think is intriguing. Bring this question to your Triad Call.

Attend the Triad Call

This week’s coaching triad is an opportunity for you to discuss together or coach each other about ethical issues you have encountered or find intriguing. Spend your 90 minutes in the way that best serves your learning about ethics as a Co-Active® Coach.

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

- What are your personal Ethical Guidelines as a coach?
- Give at least one specific example of how your actions or inactions uphold the integrity of the coaching profession.
- What is important for you as a coach about the difference between morals, values, ethics?

HOMEWORK DISCUSSION:

- Over the past month, what have you learned about being a Co-Active® Coach from your individual supervisions?
- Case Study Application – Consider your insights from your exploration of ethics as it relates to this client scenario, and then answer the three questions below.

You are continuing the coaching with Chuck. You have a solid designed alliance and a great relationship with him and done a lot of discovery work (you may want to reflect back on the discussions of previous Case Studies with Chuck). Prior to an upcoming session, Chuck leaves you a voicemail message that says:

“I’m looking forward to our call later this week. Want to give you advance notice so you can let me know what you need. I want you to coach some of the folks at the business. With all of the changes, performance goals aren’t being met. I’ll give you the background on each of the team and I’ve got an attractive fee structure that I am sure you will like if these guys get their performance numbers up. Looking forward to bringing you on board. You’ve made a big difference for me.”

- What is your gut response when you get this message?
- What do you need to consider in this situation before having the conversation with Chuck?
- What would you say in that conversation?

To answer this, you can either:

- Write out a coaching scenario including the questions you imagine you might ask and how Chuck might answer.
- OR write ONE detailed paragraph showing how you would work with this situation with Chuck.

MODULE #11: BRINGING IT ALL TOGETHER

You will have a Pod Call and a Triad call during this module.

During the two weeks with this module consider the following:

- Pay attention to how the whole model is connected and how it is (or is not) coming together for you.

Here are some suggested activities you may want to use in your exploration of this:

- Review your Supervision Review Forms for the Supervisions you have had so far. Notice where you have grown the most and where you still want to focus particular attention.
- Consider your coaching relationships and note where you want to redesign your alliances. Note the relationship between a need to redesign your alliance and how well you are consistently demonstrating the Cornerstones and Contexts.

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #11: “Challenging Client Situations”
- Review the Glossary in the CPCC Manual *Chapter 5: References*

LISTEN:

- Module Audio #11A: “Bringing It All Together” (Length 0:25 min)

Second Week: Triad Call Details

Before the Triad Call

LISTEN:

- Module Audio #11B: “General Co-Active® Coaching Demo” (Length 0:24 min)
- Download a blank Individual Supervision Review sheet so you can take notes. Have that with you as you listen to the recording. You may find that you want to pause this recording as you listen to it, so be prepared to spend extra time beyond the 24 minutes.

PREPARE:

- What remaining questions do you have about the Co-Active® Model to discuss with your colleagues?

Attend the Triad Call

In your coaching triad, coach each other using the full Co-Active® Model. Coach, tell the observer if there are specific tools or skills you want to practice in this coaching so you can discuss it afterwards. Observers, give feedback focusing on the following:

- Which tools and skills did the coach use and how did you know? Be sure to include the ones identified by the coach before starting the coaching, if any.
- How might the coach have been more effective? What other tools and/or skills might have served the coaching?

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

- What do you want to celebrate about your development as a Co-Active® Coach?

HOMEWORK DISCUSSION:

- Choose three aspects of the model that are your greatest challenges. What specifically will you do to support yourself and strengthen your abilities in those areas? (Examples: a structure, a practice, an exercise for awareness, some outside resources, a request for help, some additional training, and/or something creative that troubles your Saboteur)

MODULE #12: EVOKING TRANSFORMATION

You will have a Pod Call and a Triad Call during this module.

During the two weeks with this module, consider the following:

- Reflect on your own transformation...beyond the skills you now have, how have you transformed? What are the incremental changes and what are the transformative changes?
- Reflect on the transformation of your clients... How have they changed since they started with you? What is the vision you hold for them? What is next for them? What do you long for on their behalf?

Here are some suggested activities you may want to use in your exploration of this:

For each of your clients, answer the following questions:

- What do you want for this client?
- Where do you stop in your coaching of this client?
- What would be available to this client, to yourself, and to the relationship if you coached from outside of your comfort zone?

First Week: Pod Call Details

Before the Pod Call

READ:

- Reading Module #12: “Evoking Transformation: You the Professional Coach”

LISTEN:

- Module Audio #12A: “Evoking Transformation: You the Professional Coach” (Length 0:08 min)

Second Week: Triad Call Details

Before the Triad Call

READ:

- *Co-Active® Coaching* book, Sections on “Acknowledging” and “Championing”

LISTEN:

- Module Audio #12B: “The Professional Coach Co-Active® Coaching Demo” (Length 0:21 min)

PREPARE:

This is your final Triad Call.

- What remaining questions do you have about the energy and skills of evoking transformation to discuss with your colleagues?

Attend the Triad Call

In your coaching triad, coach each other using the full Co-Active® Model. Observers, give feedback focusing on the following:

- How did the coach evoke transformation?
- What skills/tools support evoking transformation?
- What did you notice about the coach's presence?

After the Triad Call

By the Friday following your Triad Call:

1. Update your Homework Journal on MY CO-ACTIVE HOME with your learning from this module.
2. Respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME

HOMEWORK JOURNAL:

- As a Co-Active® Coach, where are you strong and where do you stop in evoking transformation?
- What is the stretch for you going forward as a professional coach?
- If you're not evoking transformation, what might you be evoking instead for your client?

HOMEWORK DISCUSSION:

- As part of your own transformation, you have expanded your own authentic range as a coach. Given that a Cornerstone of your work as coach is to evoke transformation in your clients, how do you know when transformation is being evoked? How does your expanded range support that?
- Over the past month, what have you learned about being a Co-Active® Coach from your individual supervisions?

MODULE #13: COMPLETION

You will only have a Pod Call during this module. It is the final Pod Call in the Program. In preparation for your final Pod Call:

- Reflect on what you have accomplished and what you have learned about your strengths during this Program. What have you learned from your successes?
- Review your experience of these past 25 weeks: your Pod Calls and Triad Calls; your CPL and your Podmates; your time alone learning, reading, writing, practicing; your time together with your supervisors and clients; your time with your own coach; and all those other unnamed moments. Do this in a way that respects your own process.
- Reflect on your biggest losses, disappointments, or breakdowns and what you learned from them.
- Reflect on the clients with whom you have completed during your coaching history, or when you have completed with your own coach. What made for a successful completion?

Module #13: Pod Call Details

Before the Pod Call

PREPARE:

- Send in your final Written Exam to your CPL.

After the Final Pod Call

Your Homework Journal, Completion Checklist and Client Release Authorization forms must be submitted within 30 days following your last Pod Call. The Total Hours Tracking Sheet must be submitted within 11 months of your first Pod Call.

- **Homework Journal** – You must complete all the required homework assignments and submit your completed Homework Tracker to CTI by clicking on “Finish” at the end of the Homework Journal on MY CO-ACTIVE.COM.
- **Completion Checklist** – First, be sure you have completed all the requirements, then make sure your Completion Checklist is completely filled out. Remember, you are required to listen to the 4 Podcasts and at least 2 Open Topic Call recordings. Calls are available for listening or downloading on the Audios/Podcasts and Open Topic sections on MY CO-ACTIVE.COM. Submit your Completion Checklist to CTI by clicking on “Finish” at the end of the Completion Checklist on MY CO-ACTIVE.COM.
- **Client Release Authorization forms** – You will email a signed Client Release Authorization form for each client you use for Supervision. Please email these forms to completiondocs@coactive.com.
- **Total Coaching Hours Tracking Sheet** – If your 100 hours are also complete at this time, email your completed Total Coaching Hours Tracking Sheet *along with* an updated **Client Roster** that reflects all the clients you are counting coaching hours for to completiondocs@coactive.com along with your Client Release Authorization forms.

If your 100 hours are not complete at this time, the Total Coaching Hours Tracking Sheet and an updated roster must be emailed in at least 30 days prior to your Oral Exam date.

Please name your documents as follows: Yourlastname Yourfirstname Podname Docname. *For example:* Jane Doe, of the Blue Pod, Total Coaching Hours Tracking Sheet should have this file name: Doe Jane Blue Hours

Congratulations on completing the 25 weeks of your Certification Program!