

WEEKS 1 - 25 CPCC PROGRAM

Modules

The Program topics are contained in 12 bi-weekly modules that are book-ended by an Orientation call and a Completion week. Each module covers two weeks of your Program and includes suggested activities to perform during the two weeks; preparation work – including Audios and Reading Modules – as well as a Pod Call and a Triad Call. After each Triad Call, update your Homework Journal on the Certification Program Guide with your learning from this module and respond to the questions in the Homework Discussion area on MY CO-ACTIVE HOME.

A. SUGGESTED ACTIVITIES

Suggested activities are assigned in each module. These are exercises to do, sometimes with your clients, to practice the material. You will work on the activities for the full two calendar weeks spanning each module.

These activities are intended to take you beyond basic skills to discover something new or surprising about yourself, your Co-Active® Coaching or your clients.

B. BEFORE THE POD CALL

Preparation may include readings and audio recordings to complete in preparation for the call.

Audio Recordings

Each module has two audios (except module #5, which has three, and module #10, which has one). Before your Pod Call, you are required to listen to Part A of the Audio that correlates to the topic of that module. It is important to listen to this audio before your Pod Call so that you are prepared to interact on the call.

You will listen to Part B of the Audio, a coaching demonstration of the topic, before you practice coaching on your Triad Call.

The Audios are embedded in the Certification Program modules found in the Certification Program Guide on MY CO-ACTIVE.COM and can be downloaded from the AUDIO/PODCASTS area on MY CO-ACTIVE.COM.

These recordings were made by CTI founders and leaders. They cover Program content and offer coaching demos. For the coaching demos real clients brought real issues to the sessions. In order to create as much learning as possible for you, the demos include an introduction and a debrief.

C. POD CALLS

Pod Calls provide a structure for support and learning in the Co-Active® Coach Certification Program. Each call has a specific focus. These calls take place every other week and are an hour and a half in length. Participants are assigned to a specific Pod. You are required to participate in at least 11 scheduled Pod Calls. If you miss more than 20 minutes of any of the Pod, Triad or Group Supervision calls, it is considered an absence.

Your Certification Program Leader (CPL) will be on each Pod Call. You will be sharing and deepening your learning on the topic, practicing coaching skills and getting feedback. You will call into a conference line. This telephone number can be found on the Logistics page in the Welcome Packet.

The Pod Call is an integral piece of the Certification process. Through the Pod Call you and your Podmates will practice coaching skills, observe coaching demos and give and receive feedback from the CPL and each other. This call provides you with a structure for accountability, and the small group dynamic deepens the learning through shared conversation and inspiration. There is a set agenda for each call focused on a central topic.

YOU MUST BE PRESENT ON 11 OF THE 13 CALLS TO COMPLETE THE PROGRAM. Please let your CPL and your Podmates know one week in advance that you will be absent. If you are absent, it is your responsibility to call one of your Podmates to get any missed information.

D. BEFORE THE TRIAD CALL

Go to the module in the Certification Program Guide on MY CO-ACTIVE.COM and look in the Triad Call Details section for information on what to do before Triad Calls.

E. TRIAD CALLS

NOTE: The first three Triad Calls (Weeks 2, 4, and 6) are structured as Group Supervisions (for more information please see the Group Supervision section of the Manual), when you will meet as a Triad with a Supervisor.

The focus of Triad Calls is on the development of coaching skills with plenty of opportunities to practice specific skills. These take place every other week for an hour and a half. You will meet with two other members of your Certification Pod. The composition of the triad varies over the course of the Program. On each Triad Call, you will be coaching in triads, and taking on the roles of coach, client and observer. YOU MUST BE PRESENT ON AT LEAST EIGHT OF THE NINE TRIAD CALLS TO COMPLETE THE PROGRAM.

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?

GROUP SUPERVISION CALLS

You must be present on at least two of the three Group Supervision Calls to complete the Program. You must also be the coach on one of the three Group Supervision Calls or you will need to pay for an additional Supervision.

Group Supervision Call Set Up:

- (5 min.) Design alliance, get present, decide who is coach, client, observer.
- (5 min.) Review learning points for today's call.
- (15 min.) Coaching.
- (30 min.) Supervisor debrief with coach.
- (25 min.) Group discussion.
- (10 min.) Identify learning points and homework/practice for the coach and the other triad members.

E. AFTER THE TRIAD CALL

Responding To Homework

What is homework at CTI?

At one level, homework is simply a Program requirement. Beyond that, homework is one way for you to deepen your learning and forward your action as a student. It is crafted explicitly to build your grasp of the Co-Active® Model and to prepare you to take on ever-greater challenges.

What is homework NOT? It is not a quiz. Your CPL does not grade your homework. We encourage you to discuss your assignments with your Podmates. In fact, each of you will be posting your homework to the entire Pod in your Pod's Homework Area so that everyone will benefit from one another's learning.

We want your own words, and most of us do not worry about spelling. If you get stuck with something just post it as is; you may find that the Pod Call or the next Triad clarifies it, and you can go back and update the parts that stumped you the first time around. We are not looking for perfection – we are looking for growth, learning, and integration.

Imagine your homework as a personalized reference file of your Certification journey, your living study guide for the exam, one that can grow and change as you learn. Your homework is for YOU. Just as we train our clients to bottom-line and move from the story to the experience, we expect you to focus your homework responses on your learning. Feel free to include relevant facts as needed, though most of your homework questions will ask about your experience or the impact of your coaching.

What Is Required?

You are required to participate in Homework in two ways.

1. You will take part in your Pod Homework Discussion on MY CO-ACTIVE.COM. There will be a link to this – Go to (Pod) Homework Discussion area – on the MY CO-ACTIVE.COM homepage.
2. You will maintain and complete a Homework Journal for the Certification Program. Your Homework Journal is on the Certification Program Guide section of MY CO-ACTIVE.COM. Over the course of the Certification Program, you will record your Homework responses in the Homework Journal.

After the final Module you will submit your Homework Journal and this will create a copy of your homework which will be maintained as documentation for your accreditation purposes.

For the contributions you post in the Homework Discussions, your CPL will let you know if she or he wants you to delve more deeply into something, clarify it, think about it another way, or celebrate! If you have grasped the main learning intended, your CPL may simply let you know that or, often, the CPL might respond to the whole group and the learning you are collectively developing.

G. TRACKING YOUR PROGRESS

In addition to the responses you post in your Homework Discussion Area you are also required to keep these documents up to date:

- Client Roster – list of clients that you are counting toward your 100 coaching hours.
- Client Release Authorization forms- for each client that you will be recording
- Total Coaching Hours Tracking Sheet – a cumulative record of your coaching hours

Remember to update your activity at the end of each module.

Supervision

You will have 9 Supervision experiences in the Program:

- 6 Individual Supervisions
- 3 Group Supervisions

INDIVIDUAL SUPERVISION CALLS (6 CALLS)

Through direct feedback from a supervisor on your coaching of one of your actual clients, you will gain insight and training on how to improve your coaching skills. Each supervision call is one hour in length, which includes you and your supervisor listening to 20 to 30 minutes of your recorded coaching session. These calls are scheduled directly with your supervisors.

Read through *Chapter 4: Supervision* of the manual before you schedule your Supervisions.

We suggest that you contact your first supervisor as soon as possible after your Orientation Call to schedule your time with them. Be aware that CTI will bill you if you miss a scheduled Supervision for any reason with less than 24 hours' notice.

Recording Your Coaching Sessions

You will record at least six of your coaching sessions for Individual Supervision.

We recommend that you record as many as possible for your own learning. See *Chapter 4: Supervision*, for information about recommended recording equipment. Note that you must obtain a written Client Release Authorization form from each of your clients prior to recording any sessions.

GROUP SUPERVISION CALLS (3 CALLS)

These calls, described in the Modules section above, provide a Supervision experience of in-the-moment feedback using real-time coaching. You will coach or be coached by one of your Podmates in these calls.

Mid-Program Review Call

The Mid-Program Review occurs between Weeks 13 and 17 of your Program. It is a 30-minute individual call with your Certification Program Leader to look at your progress to date in the Certification Program, and what you might want to celebrate, change, focus on, or improve for the remainder of the Program. IT IS UP TO YOU TO SCHEDULE THIS CALL WITH YOUR CPL.

100 Coaching Hours

To integrate the Co-Active® Model into your coaching takes time. We have found that it takes about 100 hours of coaching experience during the Certification Program to become a “Professional Coach.” During the Program, you are responsible for tracking your hours and submitting the completed record to CTI at least one month prior to your Oral Exam date.

You are required to document 100 hours of coaching experience for your CPCC. You may begin counting hours from the start date of your Certification Program. See “What Are Paid Coaching Hours” later in this section for more information about what hours count for this requirement.

Podcasts and Open Topic Calls

You are required to listen to each of the four hour-long master coach podcasts which are located in the AUDIOS/PODCASTS area of MY CO-ACTIVE.COM. We highly recommend that you listen to “The Dip”, which is located with the Podcasts.

You are also required to listen to two Open Topic Call recordings of your choosing.

The complete list of Podcasts and Open Topic Calls is available for listening and download in the AUDIOS/PODCASTS area on MY CO-ACTIVE.COM.

Certification Exam

Upon completion of the Program requirements, you are eligible to take the Certification exam. The exam has two basic components: a Written Exam, which is graded by your Certification Program Leader at the end of your Program, and an Oral Exam, consisting of two live coaching interactions on the telephone with two Certification Examiners.

IMPORTANT NOTE: If you did not take the Synergy course with the rest of your Core Curriculum, you must complete it before taking your Certification Oral Exam.

In order to receive your CPCC designation, you must pass both the written and the oral examination. You must complete both parts of the examination within one year of the start date of your Program.

ORAL EXAM PREP CALLS

Live Exam Prep Calls are held on the second Tuesday of every month from 9am to 10am Pacific Time, and the fourth Wednesday of every month from 4pm to 5pm Pacific Time. An Examiner leads this call. He or she is there to answer your questions and prepare you for the test. We strongly recommend that you attend one of these calls about two months before your exam. You may attend as many of these calls as you wish. A recorded call is available in the AUDIOS/PODCASTS area on MY CO-ACTIVE.COM in case you are unable to attend a live call.