

Coach Training Accreditation

Applicant Guide



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The AC Coach Training Accreditation Scheme

Introduction

We have designed the Association for Coaching (AC) Coach Training Accreditation Scheme to champion standards of excellence in the coaching professions. Core features include:

Inclusivity

We welcome Training Programme Providers from different disciplines, backgrounds, training and experience to submit coach training programmes to become accredited. The Scheme focuses on accrediting training programmes that entail a blended learning approach with a balance of practical and theoretical content.

Rigorous standards

Our Coach Training Accreditation offers reassurance to buyers of coach training about the level of knowledge, practical experience and application of coaching competencies, and all benchmarked against best practice.

Please note that your participants will not become AC Accredited Coaches due to attending your AC Accredited Coach Training Programme, and this should be made clear to them.

Developmental focus

The AC offers four different levels of coach training accreditation to reflect the development of a coach from novice to mastery.

- Accredited Award in Coach Training (AACT)
- Accredited Certificate in Coach Training (ACCT)
- Accredited Diploma in Coach Training (ADCT)
- Accredited Advanced Diploma in Coach Training (AADCT)

Requirements

Participants on your AC Accredited Coach Training should be awarded certificates of successful completion, subject to them meeting your assessment standards. If they apply for AC Coach Accreditation, this certificate will evidence their coach training and form part of their application. Please note that your participants will not become AC Accredited Coaches due to attending your AC Accredited Coach Training Programme, and this should be made clear to them.

Individual AC Coach Accreditation needs to be applied for when the coach has achieved the required level of:



- experience
- CPD and supervision
- training
- competence

You can head to our website for more information on our Coach Accreditation.

What You Need To Do

If you are interested in applying for our Coach Training Accreditation, please follow these steps:

- 1. Determine which Accreditation your Coach Training Programme qualifies for by reading the Qualifying Criteria section.
- 2. Gain a complete understanding of what is required by reading this Applicant Guide and all other supporting documentation (downloadable from our website).
- 3. Work methodically through this Applicant Guide: **please complete** the documentation and follow the instructions on our website to submit your application.

Qualifying Criteria

The amount of theoretical learning, practical application, reflective practice, and supervision are qualifying criteria for different levels of our Coach Training Accreditation Scheme. We will assess your training Programmes on the specific use and incorporation of our coaching competency framework. Higher levels of Accreditation require demonstration of a greater breadth and depth of coaching capabilities, as indicated in the Application Requirements Summary below.



Application Requirements Summary

		Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)	
Membersh	ip	•		hing (AC) you will benefit from a pref o on- members may also apply at the r		
Total Train	ing hours	55	120	190	260	
Class-based training Self-study and CPD* Coaching practice	Minimum hours. Minimum of 50% class based. Minimum hours.	45 10	90	140 50	190 70	
AC Coachir Competen	cies and	Train using the AC Coaching Competency Framework and Global Code of Ethics for Coaches, Mentors & Supervisors Other competency frameworks and Codes of Ethics can be referenced				
Code of Ethics used Specific Coaching Approaches and Models trained		One or more	Three or more	Three or more, plus In-depth study of one or more Coaching Approaches or Models	Three or more, plus In-depth study of two or more Coaching Approaches or Models OR Four or more, plus an In-depth study of one or more Coaching Approaches or Models	



Number of Observed or Recorded Coaching Practice Session (s)	None required	Minimum one				
Feedback, Reflective work and Supervision	~ Feedback ~ Learning Logs		 Observation and feedback Learning logs Reflective journaling Reflective group discussion 1-1, Triad and/or Group Supervision 	on		
Written Assessments undertaken	~ None required	~ Written Case Study or ~ Personal Coaching Approach	~ Written Case Study plus ~ Personal Coaching approach			
Programme Evaluation	Evaluation methodologies to measure the effectiveness of the training needs to be in place					
References ***	1 x participa			2 x participant references and 2 testimonials		
Accreditation Course Fees	Please see the AC website for details					



Before You Apply

Before submitting your application, please confirm that your training programme meets all of the application criteria for the Scheme and level of AC Coach Training Accreditation.

Fees

You are required to pay fees for assessment and three-year Accreditation on submission of your application.

On April 1st each year, we will review the assessment and Accreditation fees. Please refer to our website for the current prices.

Your Application

Please submit your application as follows:

- 1. Enter all information into the Application Form, and make sure you include all the elements requested as part of the application form in your document (preferably a PDF).
- 2. Please also submit the following with your completed Application form:
 - a. a copy of the learning log used on the programme
 - b. the relevant number of Participant References for the level of Accreditation you are applying for
- 3. If you have any questions on the requirements, please contact provider@associationforcoaching.com before submitting your application online.

Please Note Before You Submit Your Application

It is essential to complete the application in full as specified, or you will need to make changes and resubmit (a resubmission fee is chargeable). **Please contact** provider@associationforcoaching.com for the current resubmission fees.

Once you have submitted and paid for your application, you will:

- receive confirmation via email
- see your application move into the assessment process



^{*} CPD - Continuous Professional Development

^{**} Coaching Practice can be In and out of the classroom as long as it's during the course duration

^{***} If the Coach Training Programme has yet to run, please submit your application for assessment and then provide relevant participant references once the first programme has been delivered.

You are responsible for your Coach Training Accreditation application. Any documentation submitted in support of your application must be authentic and truthful. Any false information provided as part of your application may invalidate it, and we may remove any accredited status.



Assessment of Your Application

Our team of assessors will review your application in line with our Code of Conduct, which includes the confidential treatment of all information supplied. They will assess your application using the specified criteria and coaching competencies. You can see our Coaching Competency Framework on our AC website.

The outcome of the assessment of your application could be one of the following:

- pass
- referral for resubmission
- fail

We shall endeavour to assess your application as quickly as possible: this will take no longer than three months and will be sooner in most cases. We provide written feedback on all applications.

Details of your application remain confidential, known only to our administrators and assessors specifically involved in your application. Upon completing the assessment, the Provider Membership and Accreditation Services Team will keep your application on file for four years. Please retain a copy of your application for future reference - this helps when you apply for accreditation renewal after three years.

When we award your Coach Training Accreditation, you will receive:

- a certificate of Accreditation
- our Accredited Coach Training logo for marketing purposes
- the appropriate recognition on our website
- qualification for special Introductory AC Associate Membership for your programme participants*

(*A high-value, 12-month gifted membership for your programme participants that you can market as part of your accredited training programme. More information is available on our website).

Maintaining and Renewing Your Accreditation

Your Coach Training Accreditation is valid for three years, as long as you maintain your membership of a professional body.

The purpose of our Coach Training Accreditation is to confirm that a training programme meets current coaching best-practice. Therefore, it is subject to review for continuous improvement and evaluation, and there will be a requirement to renew the Accreditation at expiry.



Further Support

A range of support is available to you for our Coach Training Accreditation:

- This Applicant Guide gives detailed guidance on how to complete each section of the Application Form.
- 2. Our Coach Training Programme Accreditation Overview summarises qualifying criteria and requirements for your application.
- 3. If you cannot find the information you need elsewhere, you may also raise questions with the Accreditation Team on provider@associationforcoaching.com

Tips

Please do:

- Read through the whole of the Overview and the Applicant Guide to make sure your training Programme is eligible for the level of our Coach Training for which you are applying.
- Work systematically through the Application Form using the Applicant Guide to support you through the process.

Please don't:

Submit extra documentation we have not requested.



1. Declaration

1.1 and 1.2

In this section, you confirm your membership of a professional body, your commitment to the AC Global Code of Ethics for Coaches, Mentors and Supervisors. You sign a statement to ensure that you meet, stay up to date and comply with all statutory/legal requirements in the country where your work takes place and work within any organizational policies/procedures in the context in which the coaching occurs.

What You Need to Do

- Read the Terms and Conditions carefully.
- Complete the box regarding your Professional Indemnity Insurance (if appropriate).
- Enter your name, organization, and the date on the declaration page.

2. Coaching Competencies and Code of Ethics Used Within the Coach Training Programme

In this section, please demonstrate how and when you cover our Coaching Competency Framework (including all competency indicators) and Global Code of Ethics for Coaches, Mentors and Supervisors in your Coach Training Programme.

What You Need to Do

Please provide details of the coaching competencies and Code of Ethics you have built your Training Programme - and how you train to these within the programme.

For all applications:

• **Please complete** Section One in the table provided detailing which extra coaching competency framework is used in the training programme (if applicable).

Refer to the worked example in **Appendix I** to complete the following:

• **Complete** Section Two in the table describing in brief at which stages your Training Programme meets each of these competencies.

Tips

Please do:

 Identify which competency you have covered and at which stage during the training programme.



- Complete the competencies for Executive Coaches (if applicable).
- Refer to the worked example at the end of this Applicant Guide (Appendix I).

3. Hours of Coach Training Programme

In this section, please record the hours of your training programme.

What You Need to Do

Please make sure that your Coach Training Programme meets the requirements for the level at which you are applying (see table below):

		Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)
Total Train	ning hours	55	120	190	260
Class- based training Self- study and CPD*	Minimum hours. Minimum of 50% class based.	45	90	140	190
Coaching practice	Minimum hours.	10	30	50	70

Please complete the table by specifying the:

- Time (in hours) of class-based training and coaching practice that you can deliver (in person or virtually) provided this is a mandatory element of the programme.
- Time (in hours) of self-study and CPD forming part of the training.
- Expected time (in hours) of practical coaching sessions that participants undertake as part of their learning (not necessarily observed or during the face-to-face teaching sessions).
- If the Coach Training Programme has yet to run, please submit your application for assessment and then provide relevant participant references once the first programme has been delivered.

^{**} Coaching Practice can be In and out of the classroom as long as it's during the course duration



^{*} CPD – Continuous Professional Development

4. Coach Training Programme Structure

In this section of the application, you give specific information about the content and running order of your Coach Training Programme

What You Need to Do

Please complete the table by:

- **Listing** all elements for your Coach Training Programme from induction through to the end of the programme.
- **Using** your Coach Training Programme Outline to show the breakdown of:
 - modules/units: induction, ethical coaching practise, recommended reading, supervision etc.
 - method/resources used: tutor-led presentation, group discussion, Code of Ethics for Coaches, Mentors and Supervisors etc.
 - content of each module/unit
 - blended learning: please state whether it is the theory, practice, reflective practice and supervision, other (such as mandatory attendance at a related workshop or talk, observation of a video, participation in a VOIP call)
 - time: how long you spend on this activity and whether it is:
 - class-based (either face-to-face or virtual, provided attendance is mandatory)
 - self-study
 - coaching practice (in addition to class-based training)
 - assessment criteria what the participant is required to do as a result of this module
- **Complete** the total hours spent on activities.

Tips

Please do:

 Provide as much information as you can about each of the training programme elements.



- Offer a blended learning experience covering theory, practice, reflective practice and supervision.
- Make sure that the total hours for class-based training and self-study hours add up to the actual hours of the training programme listed in Section 3 of the application form.
- Make sure that the total coaching practice hours (in addition to class-based practice add up to the hours listed in Section 3 of the application form.

Please don't:

Attach a training programme outline.

5. Coaching Approaches and Models

This application section gives specific information about the coaching approaches and models your Coach Training Programme covers.

What You Need To Do

Please complete the table in the application form.

	Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)
Specific coaching approaches and models trained	One or more	Three or more	Three or more, plus In-depth study of one or more Coaching Approaches or Models	Four or more, plus an In-depth study of one or more Coaching Approaches or Models

- **Complete the table (in the application)** including all coaching approaches and models taught during the training, for example:
 - Coaching Approaches, are usually based on overarching philosophies for example:
 - NLP Coaching
 - Positive Psychology Coaching
 - Solution Focused Coaching



- Strengths Based Coaching
- Systemic Coaching
- Gestalt Coaching
- Coaching models provide a process or framework to guide the coaching conversation for example
 - GROW (Goal, Reality, Options. Will Whitmore and Alexander)
 - OSCAR (Outcome, Situation, Choices and Consequences, Actions, Review – Whittleworth and Gilbert)
 - STEPPA (Subject, Target Identification, Emotion, Perception and Choice, Plan and Pace, Adapt or Act – McLeod)
 - GAPS Grid (Goals & Values, Abilities, Perceptions, Success Factors -Hicks and Peterson)
 - OUTCOMESTM (Objectives, Understanding the Reasons, Take Stock, Clarify the Gap, Options Generation, Motivate to Actions, Enthusiasm and Encouragement, Support Mackintosh)
 - Own coaching model (please specify)
- Please note this should not include coaching tools which can be used when needed to support coaches through their coaching sessions/relationship, although you may reference these elsewhere in your application i.e.
 - Reflective Journal
 - Psychometric tools
 - SMART(I)
- Please don't: use acronyms, e.g. GROW write out approach or model in full -Goals, Reality, Obstacles/Options, Will/Way Forward.
- **Identify** the method used to explain and use the coaching approach or model.
- **Indicate** whether the training hours covered:
 - class-based
 - self-study
 - o coaching practice (in addition to class-based approach)

What Will Be Assessed

- The required number of coaching approaches and models are covered (see table above).
- The participant can learn the theory and practical application of the coaching approaches and models used in the Coach Training Programme.





Please do:

- Detail all coaching approaches and models used within the Coach Training Programme.
- Provide as much information as you can about the methods used.

Please don't:

 Attach diagrams or articles to explain your training of coaching approaches and models.

6. Lesson Plan Outcomes

This section of the application gives specific information about the learning outcomes for one particular lesson plan that focuses on a specific coaching approach or model in your Coach Training Programme.

What You Need To Do

Please complete in full the table in this section.

- Select one coaching approach or model that you teach on the training programme
 for example, the GROW model
- **Enter** the unit or lesson title
- Refer to the worked example in Appendix II to complete the following elements of the table:
 - Describe all of the learning outcomes (defines what someone should be able to know, understand or do having participated in learning) this module should meet adding in more rows as required
 - List the assessment criteria (how the learners will demonstrate or evidence they have meet the Learning Outcome) for each learning outcome

Tips

Please do:

 Provide as much information as you can about each of the elements of the coaching approach and model used.

Please don't:

 Assume that our assessors have any prior knowledge of the coaching approaches and models covered in the Coach Training Programme



7. Lesson Plan Content

This application section gives specific information about the lesson plan content covering the coaching approach or model selected in Section 6.

What You Need to Do

Please complete in full the table in this section.

- Refer to the worked example in Appendix III to complete the following elements of the table:
 - o **Enter** the content of the learning module
 - Detail activity undertaken
 - List materials used
 - Detail time allocated for each element of the learning module

Tips

Please do:

 Provide as much information as you can about each of the aspects of the coaching approach and model used

Please don't:

 Assume that our assessors have previous knowledge of the coaching approaches and models covered in the Coach Training Programme

8. Self-Study and CPD

In this section of the application, you give specific information about the self-study element of your training programme.

What You Need To Do

- **Complete** the table detailing the type of all self-study and CPD undertaken by participants, for example:
 - Reading
 - Research
 - Written work, including the written assignments assessed as part of the programme
 - Peer discussion



- Questionnaires
- Reflective logs/journals
- Action Learning Groups
- Attending webinar and/or events
- **Insert** more rows as required
- **Identify** how much time you expect participants to spend on the activity
- **Total** the hours of self-study undertaken

9. Coaching Practice

This application section gives specific information about your participants' practical coaching in and outside of class.

What You Need To Do

	Accredited	Accredited	Accredited	Accredited
	Award in Coach	Certificate in	Diploma in	Advanced
	Training (AACT)	Coach Training	Coach Training	Diploma in
		(ACCT)	(ADCT)	Coach Training
				(AADCT)
Observed/Recorded	None required		Minimum one	
Coaching Practice				

- **Complete** the **in-class** practice table specifying:
 - Who observes the class-based coaching practice sessions?
 - o How many sessions do you watch?
- **Complete** the **in addition** to class-based practice table:
 - Detail the guidance for coaching practice that you give to programme participants
 - Explain how the extra coaching practice is verified and include any supporting evidence that participants are required to submit



10. Feedback, Reflective Work and Supervision

This application section gives the participants feedback on the reflective work and supervision undertaken during the training programme.

What You Need to Do

• **Please complete** the table in line with the Coach Training Accreditation level requirements for which you are applying. See below:

	Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)
In-class feedback, reflective work (coach development) and supervision participants undertake as part of the training programme	FeedbackLearningLogs	 Observation and Feedback Learning Logs Reflective Journaling Reflective Group discussion 1-1, Triad and/or Group Supervision 		ssion

For all levels:

- Please upload a copy of the Learning Log
- Detail:
 - Observation and feedback sessions: quantity, frequency, by whom
 - The guidance given to participants for completing their learning logs
 - The evidence required from participants to demonstrate completion of their learning logs

For ACCT, ADCT and AADCT also detail:

- The guidance given to participants for completing a reflective journal
- How many reflective group discussions take place
- How many 1-1, Triad and/or Group Supervision sessions take place
- Who is the Supervisor? E.g. tutor, external supervisor



Tips

Please do:

 Make sure that the total number of observed coaching sessions equals or exceeds those required for the level of AC Coach Training Accreditation you wish to apply for

11. Written Assignments

Please detail the written assignments participants will undertake as part of the Coach Training Programme in this section of the application.

What You Need To Do

• **Please complete** the table according to the Coach Training Accreditation level requirements for which you are applying. See below:

	Accredited	Accredited	Accredited	Accredited
	Award in Coach	Certificate in	Diploma in	Advanced
	Training (AACT)	Coach Training	Coach Training	Diploma in
		(ACCT)	(ADCT)	Coach Training
				(AADCT)
Written		Written case		
assignments		study		
participants	None required	or	Written Cas	e Study <i>plus</i>
undertake as part	None required	Personal	Personal Coac	hing Approach
of the training		Coaching		
programme		Approach		

- **Give a brief description** of all of the written work participants do. Please include:
 - Guidelines provided to participants
 - Word counts

Tips

Please do:

Give full details of the instructions provided to participants



12. Programme Tutors

In this section, please provide information about your Programme Tutors.

What You Need to Do

- **Write** 200 words outlining the experience and expertise of each of the programme tutors to deliver the specified training programme to the required standard. Please include their:
 - Name
 - Role specifically relating to the training programme (e.g., tutor, assessor, NLP specialist etc.)
 - o Relevant experience, qualifications and expertise
 - Details of memberships and accreditations to any coaching and supervisory body they have

Tips

Please do:

- Provide sufficient information so that our assessors can identify the role,
 involvement, and relationship that each tutor has to your training programme
- Provide details of relevant professional memberships or accreditations from coaching bodies held by your tutors

13. Assessment Methods

In this section of the application, please describe how you assess your Coach Training Programme participants' fitness to practice.

What You Need to Do

Assessment Style

- **Please provide a brief 500-word description** of the assessment methods you use to determine fitness to practise. These can be either or both:
 - Formative: monitoring participants' learning, providing feedback during the face-to-face learning
 - Summative: evaluating knowledge at the end of a training programme to a benchmark standard



Tips

Please do:

- Provide details of how you assess participants' knowledge and understanding of all the elements of the Coach Training Programme, including:
 - Class-based training hours and coaching practice (either face-to-face or virtual)
 - Self-study hours
 - Coaching practice (in addition to class-based approach undertaken by delegates)
 - Observed/recorded coaching practice
 - In-class feedback, reflective work and supervision which participants undertake as part of the Coach Training Programme
 - Written assessments

14. Programme Assessors

In this section of the application, please provide details of who undertakes the final assessment of coaches learning and fitness for practice, *if not the Programme Tutors*.

What You Need to Do

- Complete the table in the Application form:
 - Insert "Undertaken by Programme Tutors" if they undertake the final assessment of the participants' learning and fitness for practice

OR

- **Complete** the table in the Application form for each assessor with details of their:
 - Name
 - o Role
 - Experience
 - Qualifications
 - Expertise
 - Memberships and accreditations



Tips

Please do:

- Provide sufficient information so that our assessors can identify the role, involvement and relationship that each assessor has to your training programme
- Provide details of relevant professional memberships or accreditations from coaching bodies held by your tutors

Extra Guidance

- Individuals who assess the participants' learning and fitness to practise may be:
 - Tutors
 - Independent Assessors

15. Programme Evaluation

In this section of the application, please provide details of all the evaluation methodologies you employ to evaluate the effectiveness of the Coach Training Programme and further develop it

What You Need to Do

- **Please complete** the table outlining all of your methods to evaluate your Coach Training Programme. For example:
 - Continuous Improvement Process
 - Written evaluations and feedback from participants
 - Questionnaires or surveys
 - Learning log summaries
 - Individual interviews
 - Input from those coached by participants
 - References from participants

Tips

Please do:

Explain how you gather and document feedback about the Coach Training
 Programme and then use that information to enhance the training you provide



Please don't:

 Explain how you make sure that the participants of your programme have passed or completed the training

16. Participant References/Testimonials

This part of the application is to gauge the effectiveness of your training programme from a participant perspective.

What You Need to Do

- Follow the table below for required references and testimonials.
- Send your participant a Participant Reference/Testimonial Form, complete with your name and details of which level of Coach Training Accreditation you are applying. Reference forms are available to download on our website.
- Ask your participant to email the completed form to you as a PDF.
- Upload to the relevant section on your online application

References to submit	No.
Accredited Award in Coach Training (AACT)	1 Participant Reference *
Accredited Certificate in Coach Training (ACCT)	11 didicipalite Reference
Accredited Diploma in Coach Training (ADCT)	2 Participant References and 1 Testimonial *
Accredited Advanced Diploma in Coach Training (AADCT)	2 Participant References and 2 Testimonials *

^{*} If the Coach Training Programme has yet to run, please submit your application for assessment and then provide relevant participant references once the first programme has been delivered.

NOTE: The AC reserve the right to contact the Participants to confirm that the content is genuine.

What Will Be Assessed

In this section, all elements of the training programme will be assessed.

Tips

Please do:

• Ask for references from participants that you have trained within the last 18 months



Appendix I: Worked Example

Use of AC Coaching Competencies, Ethics and Guidelines within the Coach Training Programme

Coaching Competencies for all Coaches AC Coaching Competency: Meeting ethical, legal and professional guidelines How coaching competencies were covered within Coach Training Programme (in brief) When: How: Introduction: Adherence to a Code of Ethics and best-practice guidelines Insurance requirements Confidentiality Day 1: Boundaries of coaching relationships Differences between mentoring, consultancy, training, counselling. Referral process to another professional Use of supervision in coaching Day 2: Record keeping Data protection



Appendix II: Lesson Plan Outcomes – Worked Example

Please complete full details of one lesson plan relating to using a specific coaching approach or model. Please refer to the Applicant Guide for further information.

Unit/Lesson Title	Use of the GROW model
-------------------	-----------------------

Learning Outcomes	Number	Description of outcome
	1	Be able to explain the elements of the GROW model
	2	Be able to understand the use of each element
	3	Be able to use the model within a coaching session
	4	Be able to obtain feedback from observer/s on the use of the model
Assessment	Linked to	
Criteria	Learning	Specific requirements
	Outcomes	
	1.1	Explore and discuss the elements of the GROW model
	1.2	Contract the scope and content of the coaching session
	1.3	Agree to the learning objectives for this session
	2.1	Explain each element of the GROW model
	2.2	Demonstrate the use of the GROW model within the
		parameters of a coaching session
	3.1	Deliver a 10-minute coaching session
	3.2	Reflect and assess the effectiveness of the use of this coaching model
	3.3	Review own coaching performance making links to different elements of the GROW model
	4.1	Obtain feedback from observers
	4.2	Plan continuing personal development in the use of the GROW Model



Appendix III: Lesson Plan Content – Worked Example

Please enter full details of one lesson plan relating to using a specific coaching approach or model. Refer to Applicant Guide for further information.

Item	Content	Activity	Materials	Time
1	Introduction	Introduction to GROW model	Slides	0.15
		Explanation of relevance to participants		
		Overview of learning objectives		
2	Demonstration	Tutor-led demonstration of GROW in action	Slides	0.20
3	Coaching Skills Part (1)	Group plan and prepare a 10-minute coaching session using the GROW model and questions to ask in each element	Exercise	0.20
4	Review	Debrief of critical points to be covered in a session	Slides	0.10
5	Coaching Skills Part (2)	In triads, participants demonstrate the use of the GROW model	Group exercise	0.45
6	Coaching Skills Part (3)	Individual completion of learning log on the effectiveness of the use of GROW model	Exercise	0.15



Item	Content	Activity	Materials	Time
7	Coaching Skills Part (4)	Group obtain feedback from peers on performance using GROW model	Group Exercise	0.30
8	Review and Debrief	Tutor-led discussion	Slides	0.10
9	Action Plan	Plan continuing personal development in the use of the GROW model	Exercise	0.15