



**PROCESS DESCRIPTION AND LOG**      *Submit online by 11:59pm Chicago Time on April 1, 2018*

PURPOSE OF THE LEADERSHIP COACH CERTIFICATION:

1. Celebrate completion of 60 hours of practice- and assessment-based professional training in leadership coaching.
2. Provide rigorous training and structured support for learning and practice, in alignment with the International Coach Federation (ICF) core coaching competencies.
3. Support adaptive approaches to leadership with individuals and teams.
4. Set standards of excellence to protect and serve consumers of leadership coaching services.

PROCESS COMPONENTS:

- ↓ Celebrate completion of 60 hours of practice- and assessment-based professional training in leadership coaching.
- ↓ High level of understanding of leadership principles and competencies (pre-requisite).
- ↓ Training and practice in leadership coaching competencies – in the classroom, online practice labs, and in the field – with feedback from KLC’s Professional (PCC) and Master Certified (MCC) Coaches.
- ↓ Written knowledge assessment.
- ↓ Assessment of your (recorded) coaching by a PCC or MCC coach.
- ↓ **Submit this log and achieve Kansas Leadership Center Level 2 Certificate – Coach.**
- ↓ Log 6 additional hours of ICF-approved mentor coaching – to hone your coaching skills.
- ↓ Log required coaching hours to qualify to apply for ICF’s Associate Certified Coach (ACC) credential.
- ↓ Pass ICF exams and achieve ACC credential
- ↓ Continue to work toward your PCC with KLC’s virtual Advanced Coach Training.

Requirement	Details	Process and Timeframe	Log
<b>Achieve Kansas Leadership Center Level 1 Certificate</b> OR permission of the program chair.	High level of understanding of leadership principles and competencies.	See page 2 of this document.	Must be completed prior to the 1st day of Coach training at KLC.
<b>5 days (35 hours) of classroom training in Coach for Leadership Development.</b>	COURSE OBJECTIVES: 1. Experience coaching as an act of leadership based on the KLC principles and competencies. 2. Experience the possibilities for transformation and progress in a leadership coaching partnership. 3. Learning and practice all 11 ICF Core Coaching Competencies. 4. Practice skills and get feedback from certified coaches. 5. Prepare to coach professionally or put skills to use in your context.	Please reflect on your classroom experience using the handbook provided upon registration.	Dates of classroom training:*
<b>10 hours of virtual training in Coaching to Make Progress on Adaptive Challenges</b>	Learn and practice leadership coaching skills specific to the KLC framework and definition of <i>leadership as the activity of mobilizing people to make progress on adaptive challenges</i> . Get real-time feedback from peers and teacher.	Four 90 minute online classes, plus one hour of buddy coaching. <b>2017 dates are September 28, Oct 5, 12 and 9. 3:30 – 5pm Chicago Time.</b>	

Requirement	Details	Process and Timeframe	Log
<b>10 hours of virtual coaching practice lab</b>	KLC-hosted online sessions for coaching practice and feedback from peers and teacher. Opportunities to debrief you buddy coaching experiences with PCC or MCC instructor.	Six 90 minute online classes, plus one hour of buddy coaching. <b>2017 class dates are November 2, 9, 16, 30. 3:30-5pm Chicago Time.</b> Additional times TBD.	Date of sessions
<b>5 hours of additional logged coaching practice or shadowing an experienced coach.</b>	Options to either do more buddy coaching, ask another coach to observe and give you feedback, and/or observe and experienced leadership coach and debrief the experience.	Must be completed and logged by 12:01am Chicago Time on April 1.	Dates and times; description of activity; key learning from each:
<b>Written knowledge assessment.</b>	Short-answer and multiple choice questions; based on ICF Code of Ethics and Core Competencies.	Submit online by 12:01 am Chicago Time on November 15 (approximately 45 days after classroom training). Must answer 80% correctly to pass.	Name of assessor:  Date successfully submitted:  Score:
<b>Taped and transcribed coaching session reviewed by PCC or MCC Coach</b>  (Expect to pay \$250 to the reviewer in addition to fees paid to KLC for workshop and follow-up.)	PCC or MCC level mentor coach must provide a written review (using form provided by KLC) of the applicant's ability to effectively use coaching skills at the ACC level. Reviewer will also be asked to indicate applicant's level of proficiency with integrating the KLC Framework into the coaching session. KLC will provide a list of approved reviewers.	Submit session transcript and written review to KLC online by 12:01am Chicago Time on April 1 (approximately 6 months after classroom training).	Date successfully submitted:  Name of reviewer:

*By signing and submitting this log, I confirm my full participation in the Coach certification activities logged above, and my intention to continue my professional development and contributions to the field of leadership development.*

Name of Applicant \_\_\_\_\_ City/State/Country \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Applicant signature \_\_\_\_\_

Date of application for Kansas Leadership Center Level 2 Certificate – Coach \_\_\_\_\_

Name of KLC staff reviewer \_\_\_\_\_

Signature \_\_\_\_\_ Date of review \_\_\_\_\_

Has the applicant meet all of the requirements for a Kansas Leadership Center Level 2 Certificate – Coach?

- Yes – Congratulations! Now you are ready to log more hours, complete ICF's mentor coaching requirement and apply for your ACC.  
 Not yet – Please see comments in accompanying email.