



PROCESS DESCRIPTION AND LOG

PURPOSE OF THE LEADERSHIP COACH CERTIFICATE OF COMPLETION:

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

PROCESS COMPONENTS:

1. High level of understanding of adaptive leadership principles and competencies (pre-requisite).
2. Completion of 60 hours of professional 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.
3. Completion of written knowledge assessment.
4. Assessment of your (recorded) coaching by a PCC or MCC coach
5. **Submit recording, transcript, written review and this log to achieve Kansas Leadership Center Certificate of Completion – Leadership Coach.**

TO CONTINUE TOWARD ICF’S ASSOCIATE CERTIFIED COACH (ACC) CREDENTIAL:

1. Log 10 hours of ICF-approved mentor coaching to hone your coaching skills.
2. Log required 100 hours (75 paid) of coaching experience.
3. Submit recording and transcript of live coaching session.
4. Pass ICF Coach Knowledge Assessment (CKA) and achieve ACC credential.

Requirement	Details	Process and Timeframe	Log
Participation in any KLC program or read <i>Your Leadership Edge</i> by Ed O’Malley and Amanda Cebula.	High level of understanding of leadership principles and competencies.	Must be completed prior to the first day of coach training at KLC.	
5 days (36 hours) of classroom training in <i>Coach for Leadership Development</i>.	<p>COURSE OBJECTIVES:</p> <ol style="list-style-type: none"> 1) Learn and practice all 11 ICF Core Coaching Competencies. 2) Experience coaching as an act of leadership based on the KLC principles and competencies. 3) Experience the possibilities for transformation and progress in a leadership coaching partnership. 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:
9 hours of virtual training in <i>Coaching to Make Progress on Adaptive Challenges</i>.	Learn and practice leadership coaching skills specific to the KLC framework and definition of leadership as the activity of mobilizing people to make progress on adaptive challenges. Get real-time feedback from peers and teacher.	Six 90-minute online classes.	Dates of sessions:
9 hours of virtual coaching practice lab.	KLC-hosted online sessions for coaching practice and feedback from peers and teacher. Opportunities to debrief your coaching practice with PCC or MCC instructor.	Six 90-minute online classes. Virtual class will be divided into cohorts.	Dates of sessions:

Requirement	Details	Process and Timeframe	Log
6 hours of additional logged coaching practice.	Continue practice coaching. Does not need to be a participant from the class.	Must be completed and logged by 11:59pm Chicago Time on _____	Dates and times: Description of activity: Key learning from each:
Written knowledge assessment.	Multiple-choice questions based on ICF Code of Ethics and Core Competencies.	Submit online by 11:59pm Chicago Time (approximately 45 days after classroom training). Must answer 70% correctly to pass. One opportunity to resubmit will be granted. Applicants will have 30 days to resubmit.	Date successfully submitted: Score:
Taped and transcribed coaching session reviewed by PCC or MCC coach.	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 recording and session transcript to PCC or MCC level reviewer by 11:59pm Chicago Time on the date indicated by KLC (approximately 5 months after classroom training). Submission must be approved at the ACC level in order to receive the certificate of completion of the KLC Leadership Coach Intensive.	Date successfully submitted: Name of reviewer: Date Approved:
Final Submission.	Submit recording audio, session transcript, written review, and this completed log to KLC staff reviewer.	Submit via email by 11:59pm Chicago Time on the date indicated by KLC (approximately 5 months after classroom training).	Date successfully submitted:

Submit recording, transcript, written review, and this log by 11:59pm Chicago Time on

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

Name of Applicant

Address for certificate

Phone

Email address

Applicant signature

Name of KLC staff reviewer

Signature

Date of review

Does the applicant meet all of the requirements for a **Kansas Leadership Center Certificate of Completion – Leadership Coach?**

Yes – Congratulations! Now you are ready to log more hours, complete mentor coaching requirement and apply for your ACC.

Not yet – Please see comments in accompanying email.