

**My Portable Mentor SYLLABUS** – Sessions include assignments, exercises, tips, guidelines, “Bumper Stickers” for your memory enhancement, examples, inquiries, and stories.

Session #1 13 min	Introduction	Who are we called to be as coaches?  What brings you fulfillment? (feeding ego versus feeding the soul)  Three stories: 1. My personal path to coaching, 2. A little known fact about how the International Coach Federation was born, and 3. The origin of my definition of coaching.
Session #2 10 min	ACC, PCC, MCC	ACC, PCC, MCC - What is the difference?  Do's & Don'ts for Performance Assessment recordings
Session #3 6 min	ICF Core Competency #1: Meeting Ethical Guidelines and Professional Standards	How to prepare for the ICF Coach Knowledge Assessment (Ethics questions)  Six key focuses for clarity and grounding in the Ethics and Standards  A simple practice for empowering your professionalism
Session #4 11 min	Establishing the Coaching Agreement ICF Core Competency #2  Part one Contracting	The six key elements for establishing a highly effective, and empowering coaching agreement for a <u>specific coaching conversation</u> .  Creating a framework for a transformational conversation.  Clarifying a focus

		Establishing a desired outcome
Session #5 10 min	Establishing the Coaching Agreement ICF Core Competency #2  Part two Contracting	Continuing to create a framework for a transformational conversation.  Exploring the client's motivation  Establishing a measure for success  Checking in on direction  Closure
Session #6 10 min	Establishing the Coaching Agreement  ICF Core Comp #2  Part three Problem solving versus client's learning	Facilitating the client's learning versus problem solving.  Shifting from driving and leading to empowering your client in building capacities to resolve their own issues going forward.
Session #7 12 min	The Four Power Tools	Introducing four power tools for calling forth the client's greatness  Values Strengths Beliefs Qualities of Being
Session #8 8 min	Establishing Trust and Intimacy with the Client  ICF Core Comp #3	Building an environment of safety and trust.  Exploring Trust  Exploring Intimacy
Session #9 7 min	Coaching Presence  ICF Core Comp #4	How to be a more connected observer  What does it mean/take to be fully conscious? Spontaneous? Open? Flexible? Confident?
Session #10 9 min	Active Listening  ICF Core Comp #5	Active listening as a whole body experience.  How do I listen as a learner?  Over use of reflecting.  Mastering the art of bottom lining.

Session #11 6 min	Powerful Questioning  ICF Core Comp #6	Mastering the art of asking questions that evoke discovery, insight, or new learning for the client.  Asking questions designed for exploring the client's wholeness, hidden gifts, and strengths.  How to shift your closed questions to open-ended questions.
Session #12 15 min	Direct Communication  ICF Core Comp #7	How to use Direct Communication for providing significantly more positive impact for the client.  Direct versus Directive.  How to recognize and avoid "approval judgments"  How to use "reframe" as an empowering tool  Metaphor – taking the client deeper  Allowing sufficient space  The Art of Acknowledgment
Session #13 9 min	Creating Awareness  ICF Core Comp #8	Creating Awareness – the number ONE job of a coach  Helping the client discover new thought that <i>strengthens</i> their ability to move forward.  Shifting the client's relationship to their issue.  Three distinctions of "What if?"
Session #14 12 min	Designing Actions  ICF Core Comp #9	Bringing your creativity to designing actions  Calling forth the client's creativity for designing actions  Mastering the art of brainstorming  Helping the client "do it now."
Session #15 5 min	Planning and Goal Setting  ICF Core Comp #10	How to help the client broaden the scope of their learning and growth through their planning and goal setting?  Three tips for demonstrating an advanced level of this competency that will boost your coaching at

		your PCC and MCC levels of mastery, and further empower your client in their self-discovery learning process.
Session #16 11 min	Managing Progress and Accountability  ICF Core Comp #11	How to support your client in being successful?”  Five ways to hold attention on what is important to the client.  How to support the client to be accountable and responsible to themselves.
Session #17 10 min	Completion	How to complete a coaching conversation.  How to complete a coaching contract.  How do you know when it's time to complete?  Fran's <i>golden nugget</i> advice and contribution to you as your mentor. This practice will accelerate your path to coaching mastery, and beyond to greater success and fulfilment.

Additional Resources:

- Annual Completion Assignment
- Art of Acknowledgement
- Client Completion Assignment
- Client Initial Inventory
- Coaching Beliefs
- Establishing the Coaching Agreement
- Intention Worksheet
- MPM Resource Manual
- Powerful Questions
- Qualities of Being
- Self-Reflective Practitioner
- The Art of Brainstorming
- Values Clarification Exercise
- Wheel of LIFE
- Working with Metaphor