

**General program vision and goals:**

This coach training program is flexible enough to adapt to a variety of world and organizational cultures. The course draws from many models and combines Neuro-Linguistic Programming (NLP) and ICF core competencies.

**Educational philosophy:**

In this training, the classroom is in part a reflection of a coaching relationship. The initial contract between student and trainers invites the student to be involved in the progress of their own learning. It is based on an educational philosophy from the 1960s called Cooperative Learning. In traditional learning, the student is taught a skill and then goes on to apply it as he/she chooses. In cooperative learning, the student is asked what they want to do, then they are taught the skills they need most to reach their outcome.

**Primary textbooks / resource materials include:**

The ICF website, specifically the discussion of ethics and standards, 11 core competencies, and certification requirements and procedures. A Simpler Way by Margaret Wheatley, and The Inner Game of Tennis by Tim Gallwey.

**List of Classes/Modules/Parts**

Pure Coaching Day One - Curiosity  
Pure Coaching Day Two - Values  
Pure Coaching Day Three - Co-Creation  
Pure Coaching Day Four - Action  
Applied NLP Auditory Day Five - Language  
Auditory Day Six - Stories and Programs  
Auditory Day Seven - Choice  
Auditory Day Eight - Strategies  
Applied NLP Visual Coaching Day Nine - Vision  
Visual Coaching Day Ten - Perspectives  
Visual Coaching Day Eleven - Interference  
Visual Coaching Day Twelve - Integration  
Applied NLP Body/Kinesthetic Coaching Day Thirteen - Mind and Body  
Body/Kinesthetic Coaching Day Fourteen - Emotion  
Body/Kinesthetic Coaching Day Fifteen - Flexibility  
Body/Kinesthetic Coaching Day Sixteen - Beliefs  
Coaching Mixtures Day Seventeen - Identity  
Coaching Mixtures Day Eighteen - Self - Assessment  
Coaching Mixtures Day Nineteen - Trust Full Not Knowing  
Coaching Mixtures Day Twenty - Ongoing Incremental Learning

Total number of hours of student contact time: 130.5 hours

**Learning Goals:**

Students set personal goals, and are invited to adapt exercises and homework assignments to their own relevant current situations. We think of it as real play as opposed to role play. In this way, students learn from the coaching they receive as much as from their practice coaching others.

The curriculum presents skills, tools and approaches in a methodical way from beginning to advanced.

**Coaching Philosophy:**

For the client -- choice and responsibility. Listen to the wisest part of yourself. Be fearless.

For the coach -- trust the client. Be present, be curious. Ask questions that invite a response from the wisdom of the client.

**Faculty:**

Jan Elfline  
Juan Francisco Ramírez Martínez  
James Clark  
Pamela Richarde  
Suzi Smith  
Saima Butts  
Tor Harstrup  
Annegrethe Williams  
TY Chiang  
Meryl Moritz

**Dates and locations, when and where the program is to be delivered:**

For a current course schedule, see the website for the location you are interested in.

Mexico: [www.cmpnl.edu.mx](http://www.cmpnl.edu.mx)

China: [www.pemish.com](http://www.pemish.com)

Denmark: [www.dansknlp.dk](http://www.dansknlp.dk)

Country and Languages that are used in the program delivery:

Mexico - English and Spanish

China - English and Mandarin

Denmark - English and Danish

**Structure and delivery of the program:**

The classroom portion of the Coach Certification Program is offered in-person. The course is taught in modules of 3 to 7 days, depending on the location. In addition to the primary trainers, a team of assistants who are experienced coaches and graduates of the course are present at in-person trainings. The trainer/assistant to student ratio is never greater than 1/8 (one trainer or assistant to every 8 students).

**Typical class size ranges from 15 to 50 students.**

The overall time frame for the in-person classroom portion of the course varies from 4 to 7 months, depending on the location. Portions of the program may be taken on their own without completing the full program.

**Note:** If a student completes a portion of the program, the student will receive an ACSTH certificate indicating the number of hours attended. Students will not receive an ACTP certificate until all coursework, mentoring, coaching hours and oral exam are complete. ACSTH certificates can be applied toward a Portfolio application for and ICF credential or a credential renewal application. Students who complete only a portion of the ACTP program are not eligible to use an ACTP application for an ICF credential.

**Intended Participants:**

Individuals with an interest in developing an international coaching practice. Leaders and managers in multi-national corporations and volunteer organizations who want to enhance their effectiveness by using coaching skills and attitudes to enhance their leadership style.

**Requirements students must meet to enter the program:**

This certification program is for adult learners who have an interest in developing solid coaching skills. There are no specific prerequisites to be eligible for the program, but NLP certification and/or advanced training or experience in organizational development, communication, or industrial psychology is helpful.

Transfer students are accepted if they have attended days with Jan Elflin as trainer, and will be granted full transfer credit for documented hours of training.

**Policies on payment of tuition and fees:**

Locations set course fees independently. See the website for the location you are interested in to find course fees for the current year.

**Policies on withdrawals and refunds:**

Jan Elflin LTD offers a money back guarantee for its trainings, according to the following policy: Any student who attends the first two days of the Coach Certification Program and decides that the training isn't right for them (for any reason) will be refunded 100% of the registration fee upon the return of the course materials (manual, textbooks and/or handouts). If a student withdraws after the second day, a partial refund

is calculated by number of days attended, less an administrative fee. Contact the sponsoring organization for more detail. Students not completing all their hours of training in a given year may join a later group to complete the course within 3 years.

**Student code of conduct or discipline:**

Students must attend all sessions and participate in coaching exercises, group discussions and homework assignments. Failure to participate in these course activities will result in a "no pass" for that portion of the course.

Trainers and assistants track student participation. If participation is seen to be a problem during the course, students will receive feedback and clear guidelines about needed changes in their course participation.

A log with a separate page for each participant is kept throughout the course, and trainer and assistants make notes about the student's progress in the course. Jan Elflin LTD will only change course requirements in successive years if ACTP graduation requirements are changed by the ICF. (Once a participant has been accepted into the course, the requirements and fees for their program will not be changed.)