

# Valiant Life-Career Coach Training

Sponsored by: **Valiant**

## Day 1 Schedule: Essential Coaching Skills

TIME	Topic	Description	Handouts	Instructor	Category	Hours
9:00-9:30	Intro & Overview	Welcome, overview of the schedule, starter activity, identify key takeaways people desire	Schedules, Key Takeaways Sheet	Riley O'Grady	Resource Development	0.5
9:30-10:00	Coaching Ethics: ICF Standards	Difference between coaching, consulting, and therapy and what that looks like in a session activity (what a coach would say vs. a consultant/therapist), importance of confidentiality	Coaching Ethics Handout	Riley O'Grady	Core Competency (CC) — Ethical and Professional Standards	0.5
10:00-10:30	Laws of Impactful Coaching	Keys to be impactful and help create clarity for the coachee	Laws of Impactful Coaching Handout	Riley O'Grady	Core Competency (CC) — The Coaching Presence	0.5
10:30-10:45	Break	Break	Break	Break	Break	Break
10:45-11:15	Active Listening Activity	Three levels of listening activity, how to display listening and understanding, focusing on the coachee's goals, and what to do if you are confused or dazed off	Three Levels of Listening Handout	Riley O'Grady	Core Competency (CC) — Active Listening	0.5
11:15-11:45	Powerful Coaching Questions	Top powerful coaching questions, when to use them, guiding with questions activity	Powerful Questions Handout	Riley O'Grady	Core Competency (CC) — Powerful Questioning	0.5
11:45-12:00	Wrap-up	Answer questions, discuss topics for next meeting, and personal goals	Coaching Goal Handout & Coaching Skill Assessment	Riley O'Grady	Resource Development	0.25

## Day 2 Schedule: The Coaching Process

TIME	Topic	Description	Handouts	Instructor	Category	Hours
9:00-9:15	Overview	Overview of the schedule	Schedules, reviewing of goals and self-assessments	Riley O'Grady	Resource Development	0.25
9:15-9:45	Valiant Life-Career Process Model®	Overview of the Valiant Life-Career Process Model® & Examples Activity	The Model Handout	Riley O'Grady	Resource Development	0.5
9:45-10:15	The Coaching Process Part I: Intake	Simplifying and standardizing the intake process, focusing on coachee, establishing objectives for sessions, seeing things through the coachee's perspective, and tailoring coaching to suit their goals	The Intake Process	Riley O'Grady	Core Competency (CC) — Establishing the Coaching Agreement	0.5
10:15-10:30	Break	Break	Break	Break	Break	Break
10:30-11:15	The Coaching Process Part II: Session Flow	Assessing needs of the coachee, build a trusting environment that empowers the coachee to accomplish their goals	Outline of Session Flow, Three common cases	Riley O'Grady	Core Competency (CC) — The Coaching Presence	0.75
11:15-11:45	The Coaching Process Part III: Setting Goals and Managing Progress	Brainstorm next steps, breaking steps into small goals and how they can accomplish goals soon, advocating for their success, promoting experimentation and self-discovery, creating goals, Follow-up with the coachee on progress, celebrate successes, and assist coachee further as needed	Creating Momentum Handout	Riley O'Grady	Core Competency (CC) — Designing Action, Planning, and Goal Setting & Managing Progress	0.5
11:45-12:00	Wrap-up	Answer questions, discuss topics for next meeting, and books/digital resource list	List of books and resources for career coaches	Riley O'Grady	Resource Development	0.25

## Day 3 Schedule: Creating Outcomes

TIME	Topic	Description	Handouts	Instructor	Category	Hours
9:00-9:15	Overview	Overview of the schedule, progress on personal development goals	Schedules	Riley O'Grady	Resource Development	0.25
9:15-10:00	Creating Career Clarity	How to identify coachee's key needs and desires in a career, effective way to create insights, career roadmapping	"Who are You" Deep Dive	Riley O'Grady	Core Competency (CC) — Creating Awareness	0.75
10:00-10:45	Matching to Career Options	How to help coachees identify career options best for them, resources, tips, and matching case studies	Match-Making Do's and Don'ts	Riley O'Grady	Resource Development	0.75
10:45-10:50	Break	Break	Break	Break	Break	Break
10:50-11:30	Overcoming Barriers & Roadblocks	Identifying barriers and what is keeping the coachee stuck, how to talk about these sensitive issues and concerns effectively, transference/countertransference, activity of most common difficult and common coaching situations and how to communicate compassionately through difficult conversations	Common Barriers & Responses	Riley O'Grady	Core Competency (CC) — Creating Awareness & Direct Communication	0.67
11:30-11:45	Effective Empowerment	See coachee as if they can obtain success that they desire, positive attitude and encouragement	Tips to Empower Handout	Riley O'Grady	Core Competency (CC) — Establishing Trust and Intimacy	0.25
11:45-12:00	Conclusion	Final Q&A, thank the group, present certifications	Certificates	Riley O'Grady	Resource Development	0.25