



Integrated Coach Training  
CoachNet Global LLC  
805 Coaching Your Staff  
Current as of April 2018

# 805 Coaching Your Staff Syllabus



## Course Expectations and Requirements:

This syllabus describes educational expectations for completing 805 Coaching Your Staff as a part of the Integrated PCC Pathway. If you have questions, please contact Amy Glazer ([amy@coachnet.org](mailto:amy@coachnet.org)/330.936.3768) or Judy Pence ([judy@coachnet.org](mailto:judy@coachnet.org)/216.857.0085).

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## Basic Information:

- 805 Coaching Your Staff
- Online
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## Number of Coach Specific Training Hours:

- 4 x 60 minute class sessions (online)
- CoachNet uses a system called Zoom Meeting for our online training. You can access it through the Zoom Meeting app, or through your browser. You can acquire the link through [www.coachnet.org](http://www.coachnet.org) loaded in My Courses.
- One writing assignment (submitted for review by instructor).

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## Instructor's Name:

Dave Brunelle, ACC  
[dave@rockcle.org](mailto:dave@rockcle.org)  
440.550.4374

or

Amy Glazer, ACC  
[amy@coachnet.org](mailto:amy@coachnet.org)  
330.936.3768

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## Contacting the CoachNet Team:

Amy Glazer, ACC  
Director of Coaching Community  
[amy@coachnet.org](mailto:amy@coachnet.org)  
330.936.3768

Judy Pence, ACC  
Director of Finance & Administration  
[judy@coachnet.org](mailto:judy@coachnet.org)  
216.857.0085

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## Website Description:

Leaders have a responsibility to develop the people who work with and for them. Coaching is a great way to do that. But how? If you're a coach who works with leaders, this is where you come in!

What key opportunities can your clients embrace as a staff leader? What key challenges should you avoid? And how do you navigate situations where your team member's success/effectiveness also reflects on your own success/effectiveness? You'll explore ways to handle these challenges and more!

Or, if you're a leader, how can you incorporate these skills into your every day work with your team?

This course covers the following ICF Core Competencies:

*#8 Creating Awareness*

*#9 Designing Actions*

*#10 Planning & Goal Setting*

*#11 Managing Progress & Accountability*

4 - 60 minute sessions

4 coach-specific training hours

This class is a part of the Integrated PCC Pathway

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## **Course Objectives:**

The objectives for this course are:

- Learn when staff coaching is a good idea, and when it's not!
- Discover a thorough goal setting process for staff.
- Understand the matrix for staff development.
- Apply coaching skills to the leadership of your team or department.

## **Required Student Resources:**

To successfully complete 805 Coaching Your Staff, you will need:

- A reliable internet connection
- A reliable telephone
- A copy of the 805 Coaching Your Staff Participant's Sessions Guide
- An email address
- Word processing software to submit final assignments in Microsoft Word format

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## Course Schedule/Outline/Calendar of Events:

805 Coaching Your Staff follows one of two formats: online for 4 - 60 minute sessions, online for two 2 hour sessions. Both formats include follow up assignments.

805 Coaching Your Staff begins online 2-3 times per year on average.

*Course Outline:*

Session	Class Focus	Follow Up Assignment
1	What is Strategy?	
2	Strategy & the Coaching Agreement	
3	Strategy & Managing Accountability	
4	Aligning Everything in Strategic Coaching	Journal Assignment (15-45 Minutes)

All assignments must be submitted to the Instructor within 30 days of the final class.

## Criteria for Grading:

805 Coaching Your Staff is conducted on a pass/fail basis.

You will pass 805 Coaching Your Staff if:

- You attend the required 75% of live course sessions and participate in class discussions
- You listen to the recordings of missed session
- You submit your writing assignments demonstrating comprehension and application of the material

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## **Suggested Bibliography:**

Reitz, Jonathan. Coaching Hacks. Cleveland, OH CoachNet Global LLC. 2017

Ogne, Steven L. & Roehl, Tim. Transformissional Coaching: Empowering Leaders in a Changing Ministry World. Nashville, TN B&H Publishing Group. 2008.

Reitz, Jonathan. A Theology of Coaching. Cleveland, OH CoachNet Global LLC. 2014

Whitmore, John. Coaching for Performance. Hoboken, NJ Pfeiffer & Company. 1992.

Whitworth, Laura; Kimsey-House, Henry; and Sandahl, Phil. Co-Active Coaching. Boston, MA. Nicholas Brealey Publishing, 3rd Edition 2011.

## **First Taught:**

- January 2013

## **Syllabi on Learning Platform:**

- The downloadable syllabi presented on [www.coachnet.org](http://www.coachnet.org) shall contain the date of last update.