



The Art & Science of Coaching

Completion Requirements for the Erickson Solution-Focused Coach Diploma (ESFCD)

The Erickson Solution-Focused Coach Diploma (ESFCD) is comprised of Modules I, II, III and IV of the Art & Science of Coaching Program and the Coaching Mastery Program.

The ESFCD is a higher standard than the Erickson Solution-Focused Coach Certificate (ESFCC) and is designed to prepare you for your ACTP Path (ACC or PCC) application to the International Coach Federation (ICF).

ESFCD Completion Requirements Overview

1. Prerequisite

Coaching Mastery Program Overview

- I. Preparation
- II. Group Mentoring Sessions
- III. One-on-One Mentor Coaching Sessions
- IV. Oral Assessment

Detailed explanation of each completion requirement

1. Prerequisite	Learners who have successfully completed the Erickson Solution-Focused Coach Certificate (ESFCC) designation can proceed directly to the Coaching Mastery Program. Learners who have not already successfully completed the ESPCC program must fulfill all requirements listed in Appendix A: Completion Requirements for the Erickson Solution-Focused Coach Certificate (ESFCC) .
-----------------	---

Coaching Mastery Program Overview

I. Preparation	Preparation such as directed reading and/or watching of videos is required prior to the Group Mentoring Sessions. All preparation material are available in the Erickson Online Academy.
II. Group Mentoring	<p>Group Mentoring is comprised of two (2) two-hour sessions. 100% attendance is required. If a Learner is absent for any portion of a Group Mentoring Session, the Learner will be required to retake that Group Mentoring Session in its entirety. Administration fees apply.</p> <ul style="list-style-type: none">• The first online Group Mentoring session is scheduled in the week following the last session Module II.• The second online Group Mentoring session is scheduled in the week following the last session Module IV. <p>If the Learner purchases the Coaching Mastery Program separately from their Modules I – IV, the scheduling of their Group Mentoring Sessions will depend on availability and Erickson’s Group Mentoring schedule.</p>

<p>III. One-on-One Mentor Coaching Sessions</p>	<p>Complete a total of six (6) one-on-one Mentor Coaching Sessions with an Erickson Approved Mentor Coach. The Mentor will complete a <u>Mentor Coaching Feedback Form</u> following the session. The completed feedback form will be provided to the Learner via the Erickson Online Academy.</p> <p>Learners are required to receive Mentor Coaching from a minimum of two (2) different Erickson Approved Mentor Coaches.</p> <p>One-on-one Mentor Coaching Sessions are live session with both the Learner and the Mentor Coach present. The Mentor Coach listens to and provides feedback on a coaching session that is 30 minutes long and is conducted either:</p> <ul style="list-style-type: none"> a) in real time with a volunteer client present during the call, or; b) by the Learner providing a recording of a previous coaching session which is listened to during the session. <p>It is the sole responsibility of the Learner to schedule and organize the required one-on-one 60-minutes Mentor Coaching Sessions with an Erickson Approved Mentor Coach. The one-on-one Mentor Coaching Sessions may be scheduled to commence after the last Group Mentoring Session has been completed.</p> <p>If a recording of a previous coaching session is being reviewed, it is the sole responsibility of the Learner to submit the recording.</p> <p>Recordings that have been previously assessed during Modules III or IV are not eligible for use during the ESFCD program.</p> <p>Clients for Mentor Coaching</p> <p>You may conduct three (3) Mentor Coaching Sessions with Erickson colleagues, classmates and/or Alumni. The three (3) remaining sessions must be conducted with someone who is not affiliated or familiar with coach training. You can complete a maximum of two (2) Mentor Coaching Sessions with the same person.</p>
<p>IV. Oral Assessment</p>	<p>The Oral Assessment will be conducted after successful completion of both, the two (2) Group Mentoring and the six (6) one-on-one Mentor Coaching Sessions. It is the sole responsibility of the Learner to schedule and organize the Oral Assessment.</p> <p>The Oral Assessment is structured as a three-way session between the Learner, an Erickson Approved Oral Assessor and an Erickson Approved Mentor Coach.</p> <p>The Erickson Approved Assessor will complete an <u>Oral Assessment Feedback Form</u> following the session. The completed feedback form will be provided to the Learner via the Erickson Online Academy.</p> <p>The Learner will also be informed if the Oral Assessment is a 'pass' or 'no pass' via email from the Erickson Approved Assessor. A 'pass' score must be achieved to successfully complete the ESFCD program.</p>

Completion Deadlines

Learners have an additional **eight (8) months from the end date of the last online session or on-site day of Module IV** to complete all ESFCD program requirements when Modules I to IV and the Coaching Mastery Program are purchased as a bundle.

- a. If the Coaching Mastery Program is purchased separately, Learners have an additional **ten (10) months from the start date of the Coaching Mastery Program** to complete all program requirements.

APPENDIX A:

Completion Requirements for the Erickson Solution-Focused Coach Certificate (ESFCC)

The Erickson Solution-Focused Coach Certificate (ESFCC) is comprised of Modules I, II, III and IV of the Art & Science of Coaching Program. The ESFCC designation is a prerequisite for the Erickson Solution-Focused Coach Diploma (ESFCD).

ESFCC Completion Requirements Overview

2. Attendance & Participation
3. Erickson Coaching Knowledge Assessments
4. Triad Practice Sessions
5. Audio-Recorded Coaching Sessions
6. Class Blog, Pre-Live Session Prep Work & Assignments *(for Online Learners only)*
7. Reflective Journals *(for Online Learners only)*

TABLE A: Audio-Recording Submission Schedule (Online Learners)

TABLE B: Audio-Recording Submission Schedule (On-Site Learners)

Detailed explanation of each completion requirement:

1. Attendance & Participation	<p>All Learners are required to complete 100% of the Program by attending all on-site lessons and/or online sessions outlined in the Program Schedule. To achieve full participation Learners are required to complete all lessons and assignments provided.¹</p> <p>If a Learner is absent from class, the Teaching Assistant (TA) and/or Facilitator will provide instructions on how to make up the missed content. Failure to complete the make-up requirements will result in the Learner being withheld from attending the next Module.</p> <p>The maximum amount of hours that a Learner may be absent and make-up is equal to 30% of the Module’s total instructional hours. Additional make-up hours above and beyond 30% are not available regardless of the reason for absences or time missed. If absences exceed the 30% maximum, the Learner is required to retake that Module in its entirety.*</p> <p><i>*Full tuition rates apply for Module(s) repeated under these circumstances.</i></p>
2. Erickson Coaching Knowledge Assessments	<p>Successful completion of a total of four (4) Erickson Coaching Knowledge Assessments with a minimum passing score of 70%.</p> <p>The Knowledge Assessments are delivered online via the Erickson Online Academy and are comprised of both multiple-choice and true-or-false</p>

¹ See the *Attendance & Participation Policy* section of the Learner Enrollment Contract for full details.

ESFCD
Completion Requirements

	<p>questions. Login instructions for the Erickson Online Academy are delivered via email prior to the commencement of Module I.</p>
<p>3. Triad Practice Sessions</p>	<p>Complete and log six (6) Triad Practice sessions. Full instructions are available in the "<u>TRIADS SECTION - TRIADS INSTRUCTIONS LOGGING AREA</u>" of the Erickson Online Academy.</p> <p>The Facilitator will support the setting up Triad Practice groups during Module I, however, organization, completion and logging of Triads are the sole responsibility of each Learner.</p>
<p>4. Audio-Recorded Coaching Sessions</p>	<p>Submission of three (3) Audio-Recorded Coaching sessions² in accordance with the schedule outlined at the end of this document in <u>TABLE A</u> for Online Learners and <u>TABLE B</u> for On-Site Learners.</p> <p>All Audio-Recorded Coaching sessions are reviewed by an Erickson Approved Assessor within fourteen (14) days from the date the submission is received. Solution-Focused Feedback is provided to the Learner via the Erickson Online Academy.</p> <p>The third and final recording submission is marked according to an Assessment Rubric that will be provided in the Academy. A passing score of 70% must be achieved on the submission to successfully complete the program and to receive the Erickson Solution-Focused Coach Certificate (ESFCC).</p>
<p>5. Class Blog, Pre-Live Session Prep Work & Assignments</p> <p><i>For Online Learners Only</i></p>	<p>Learners who have selected Online delivery are required to complete self-directed preparation prior to attending each online session. Directed preparation will include assignments such as:</p> <ul style="list-style-type: none"> • Contributing to the Class Blog • Directed reading • Watching of instructional videos <p>The Facilitator will provide specific instructions in the Class Blog outlining the required prep work Learners have to complete prior to each online session.</p> <p>All required manuals, videos, materials, worksheets and blog instructions are provided in the Erickson Online Academy. Login instructions for the Erickson Online Academy are delivered via email prior to the commencement of Module I.</p>
<p>6. Reflective Journals</p> <p><i>For Online Learners Only</i></p>	<p>Learners who have selected Online delivery are required to complete two (2) Reflective Journals per online Module. If all four (4) Modules are completed online, a total of eight (8) Reflective Journals are required during the ESFCC program.</p> <p>Instructions on how to complete and upload the Reflective Journals is included as part of the Curricula Lessons in the Academy.</p>

² Practice sessions and/or Triad sessions are eligible for use as Audio-Recorded Coaching submissions.

TABLE A: AUDIO-RECORDING SUBMISSION SCHEDULE (ONLINE LEARNERS)	
RECORDING NUMBER	SUBMISSION DUE DATE
1 st	Maximum of seven (7) days after the last session of Module II
2 nd	Maximum of seven (7) days after the last session of Module III
3 rd (final)	No more than fourteen (14) days after the last session of Module IV

TABLE B: AUDIO-RECORDING SUBMISSION SCHEDULE (ON-SITE LEARNERS)		
ON-SITE DELIVERY TIMELINE	RECORDING NUMBER	SUBMISSION DUE DATE
One (1) Module delivered once a month.	1 st	Maximum of seven (7) days after the last on-site day of Module II
	2 nd	Maximum of seven (7) days after the last on-site day of Module III
	3 rd and final	No more than fourteen (14) days after the last on-site day of Module IV
Two (2) Modules delivered within one month	1 st	Maximum of seven (7) days after the last on-site day of Module II
	2 nd	Maximum of seven (7) days after the last on-site day of Module III
	3 rd and final	No more than fourteen (14) days after the last on-site day of Module IV
Four (4) Modules delivered within one month	1 st	Maximum of seven (7) days after the last on-site day of Module II
	2 nd	Maximum of fourteen (14) days after the last on-site day of III
	3 rd and final	No more than thirty (30) days after the last on-site day of Module IV

Program Completion Deadlines

Learners have an additional three (3) months from the **end date** of the last on-site day or online session of Module IV to complete all Erickson Solution-Focused Coach Certificate (ESFCC) program requirements.³

³ Audio-Recorded Coaching sessions are to be submitted in accordance with the Due Dates listed in TABLE A for Online Learners and TABLE B for On-Site Learners.