Syllabus | Sherpa Executive Coaching Certification

Course Description: This course will examine and elaborate upon the Sherpa process for executive coaching. The class involves 60 hours of online (virtual) class time, spread over seventeen weeks. Also, students will work for ninety days with a practicum coaching client and work with a Certified Practicum Instructor (CPI) as the process unfolds. Peer Coaching (described on the last page) will be an integral part of the Sherpa program and account for 60% of the final class grade.

Course Content:
The fundamentals of coaching are covered in-depth, including:

- Definitions: What executive coaching is and needs to become.
- Communications styles for coach and client.
- What does it take to be a good coach?
- Who needs a coach?
- Why does coaching need a process?
- The Sherpa Stance: keeping coaching professional.
- What questions do I ask while I am coaching? Framing the question.
- How can I tell if my client is ‘getting it’? How can I tell when my client is finished?

The Sherpa process involves six phases, with comprehensive exercises, assessments, and activities associated with each phase. The student will learn how to work as a professional coach using this process and understand why the process enables successful executive coaching. Based on the 340-page text, the authors will provide insights into the application of the Sherpa coaching process.

The course will be peppered with examples from the experience of the author / instructors, adding depth to the content of the book. Demonstration assignments will guarantee that students acquire the assured ability to coach in any business environment, with clients at any management level. The student workbooks offer an additional 230 pages designed to support this learning experience. Lastly, throughout the course, students will be completing online quizzes and assignments between live sessions (i.e., homework)

Dates, details, and times are subject to change.
Sherpa Executive Coaching Certification Program | Timed Agenda

Live Virtual Sessions on Tuesdays and Thursdays from Noon to 4:00 PM: U.S. Eastern Daylight Time. Throughout the course, you will complete assignments between live sessions (i.e., homework).

Tuesday, March 16, Noon - 4:00 p.m.
Let’s Get Started!

Thursday March 18, Noon - 4:00 p.m.

Introduction to Sherpa Coaching
✓ Definition of Coaching
✓ Principles of Coaching
✓ Introduction to the Sherpa Coaching Process
✓ Lessons from the Sherpa

Tuesday, March 23, Noon - 4:00 p.m.
The Case for Coaching
Coaching issues
What Makes a Good Coach?
✓ The traits of a successful coach

Thursday, March 25, Noon - 4:00 p.m.
DiSC®
✓ DiSC® results (the assessment will be taken online prior to class)

Phase One: Taking Stock
✓ Ground Rules

Tuesday, March 30, Noon – 4:00 p.m.
Phase One: Taking Stock
✓ Personal Inventory

Thursday, April 8, Noon - 4:00 p.m.
Phase One: Taking Stock continued
✓ Discovery Shield
✓ Agreement

Tuesday, April 13, Noon - 4:00 p.m.
Phase Two: Global View
✓ Support Mountain
✓ Perception
✓ Values
✓ Change Management - PQM
✓ Who am I?

Thursday, April 15, Noon - 4:00 p.m..
Phase Three: Destination
✓ Weakness Mountain

Phase Three: Destination (Continued)
✓ Expectation Mountain
✓ Logistics
Tuesday, April 20, Noon - 4:00 p.m.

**Managing a Coaching Assignment**
✓ Instructors’ Q & A
✓ Step-by-Step - Sherpa coaching logistics
✓ Decision Making Tools and Path Selection
✓ Preparation for of Practicum Clients

Thursday, April 22, Noon - 4:00 p.m.

**Phase Four: Charting the Course**
✓ Relational Route – Case studies

Tuesday, April 27, Noon - 4:00 p.m.

**Phase Four: Charting the Course**
✓ Relational Route – Case studies

Thursday, April 29, Noon - 4:00 p.m.

**Phase Four: Charting the Course**
✓ Relational Route – Case studies

Tuesday, May 4, Noon - 4:00 p.m.

**Phase Four: Charting the Course**
✓ Relational Route – Case studies

Thursday, May 6, Noon - 4:00 p.m.

**Phase Four: Final Case Study**

Tuesday, May 11, Noon - 4:00 p.m.

**Phase Four: Final Case Study**

**Goal Setting**
✓ Q.U.E.S.T.I.O.N.
✓ The Sherpa’s Personal Toolkit

Thursday, May 13, Noon - 4:00 p.m.

**Phase Five: Agenda**
✓ Commitment
✓ Accountability – Attitude
✓ The Accountability House
✓ Browsing the Journal
✓ Long Term Outlook

Tuesday, May 18, Noon - 4:00 p.m.

**Phase Six: The Summit**
✓ Support
✓ Follow up

**The Process Makes the Difference**
✓ Summary, conclusions and wrap up
✓ Continuing support

**Sherpa Executive Coaching Certification Homework**
To Be Completed Before the Virtual Format Begins on March 16

1. **Complete the textbook reading assignments:** Read the two textbooks in their entirety:
   - *The Sherpa Guide: Process-Driven Executive Coaching*
   - *Impact on Business*
   The University of Georgia will mail the textbooks to you at least two weeks before Day 1 of the virtual session.

2. **Activate your online course platform account:** You will receive an invitation from Sherpa University to create an account in the online platform Canvas. Additional instructions will be given by your facilitators during orientation and class to access the ECC (Executive Coaching Certification) coursework online.

3. **Complete DiSC:** You will receive a link to complete the DiSC assessment by email. This work style assessment must be completed online by March 8.

4. **Participate in a LIVE Orientation session:** You will be participating in a one-hour LIVE Orientation on the Week of March 1. A calendar invitation will be issued to you.

To be Completed March 16 - May 18, 2021

Throughout the course, you will be completing assignments between live sessions (i.e., homework).

To Be Completed After the Virtual Format Concludes on May 18

1. **Reading:** Re-read Chapters 7-12, "The Sherpa Guide: Process-Driven Executive Coaching." Read 'Why it Matters.'

2. **Phone/video conference appointments:** You will discuss your practicum experience with a Certified Practicum Instructor (CPI) in a weekly phone/video conference appointment. You must be available on your designated day and time for practicum support. You must file online weekly client summaries. If your CPI has no response from you for over three weeks, Sherpa will consider you inactive and notify the University of Georgia of this status. No matter what the circumstances, please keep in touch with your CPI.

Evaluation and certification grades are based on attendance for at least 90% of class (virtual) hours, and:

- 40% Participation and contribution*
- 60% Homework (including but not limited to peer coaching and quizzes)

**Includes the 12-week practicum client assignment.

Go to the next page for more details about Sherpa Peer Coaching.
Sherpa Peer Coaching  
*(Homework Throughout Live Sessions)*

One of the features and goals of executive coaching is to encourage self-discovery without providing answers. Peer coaching will be an integral part of the course, to give students practice and experience. *Note*: The Sherpa Peer Coaching Assignment is 60% of the final class grade.

**Purpose:** To help you learn the Sherpa process and engage in a discovery process about your own (self) development and awareness using peer coaching.

You will will be paired with another student, your peer coach, for the entire class.

**Deliverables:**
You will receive just-in-time education and training to practice a series of Sherpa tools and techniques with each other. There will be coaching opportunities as a part of synchronous and asynchronous instruction as we progress through the live virtual sessions.

You must **meet outside class sessions** to coach each other at least one time per week. During these sessions, you and your coaching partner will take turns being both the coach and the client.

You will play two roles in the completion of this assignment:
1. **As the Client (i.e., the person receiving the coaching):** you will work with a peer coach to simulate a coaching engagement in the role of client.
2. **As the Peer Coach (i.e., the person doing the coaching):** you work with a peer client to simulate a coaching engagement in the role of coach.

**Peer Coaching Ground Rules**
The purpose of peer coaching is for you to prepare for the process of being a coach and understanding the client experience. You will receive coaching and learn best practices for coaching.

1. Complete all activities related to this assignment.
2. Prepare for coaching sessions as a coach, and do your homework as client, using the Sherpa Process.
3. Each week, track progress using the Peer Coaching Analysis Form.
4. Complete Sherpa Journal 4-1 to 4-18 and review each exercise with your peer coach. (Week of May 9 and May 16).

**Evaluation of Peer Coaching**
1. **Each Virtual Class:** Active, consistent coaching sessions with your peer client/coach. Reinforcement during class sessions.
2. **When Announced:** You must immediately submit a written analysis (i.e., Pop Quiz).
3. **Final Day of Live Virtual Class:** You must occasionally submit a written analysis in its entirety.