The 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 class time, spread over two week-long classes. In addition, students will work for 90 days with a practicum coaching client, and work with a Certified Practicum Instructor as the process unfolds.

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.
Sherpa Executive Coaching Certification Program

Week One

Day 1
Morning (8:15-12:15 pm)

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

Afternoon (1:00 PM– 5:00/5:30 pm)

DiSC©
DiSC© results (the assessment will be taken online prior to class)
Communication needs
How your DiSC aligns with qualities of a good coach

Dinner on your own.

Day 2
Morning (8:15-12:15 pm)

The Case for Coaching
Coaching issues
What Makes a Good Coach?
The traits of a successful coach

Afternoon (1:00 PM– 5:00/5:30 pm)

What Makes a Good Coach? (Continued)
The traits of a successful coach

Phase One: Taking Stock
✓ Process Overview

Dinner on your own.
Day 3  
Morning (8:15-12:15 pm)  
  **Phase One: Taking Stock continued**  
  ✓ Self Discovery – Personal Inventory  
  ✓ Discovery Shield  
  ✓ Agreement  

Afternoon (1:00 PM– 5:00/5:30 pm)  
  **Phase Two: Global View**  
  ✓ Support Mountain  
  ✓ Perception  
  ✓ Values  

*Dinner on your own.*

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Day 4  
Morning (8:15-12:15 pm)  
  **Phase Two: Global View** (Continued)  
  ✓ Change Management - PQM  
  ✓ Who am I?  
  **Phase Three: Destination**  
  ✓ Weakness Mountain  

Afternoon (1:00 PM– 5:00 pm)  
  **Phase Three: Destination** (Continued)  
  ✓ Weakness Mountain  
  ✓ Expectation Mountain  
  ✓ Logistics  

*Evening (5:15 pm)*  
  **Informal Reception & Group Dinner**

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Day 5  
Morning (8:15-11:45)  
  **Managing a Coaching Assignment**  
  ✓ Expectation Mountain continued  
  ✓ Instructors’ Q & A  
  ✓ Step-by-Step - Sherpa coaching logistics  
  ✓ Decision Making Tools and Path Selection  
  ✓ Preparation for of Practicum Clients
Week Two

Day 1
Morning (8:15-12:15 pm)
- Review of mid-term assignments
- Recap and Summary of Week One
- Questions and Concerns
- Open discussion of Practicum
- Introduction to Charting the Course

Afternoon (1:00 PM– 5:00/5:30 pm)
- Phase Four:
  - Charting the Course:
    - Relational Route

Day 2
Morning (8:15-12:15 pm)
- Phase Four:
  - Charting the Course:
    - Relational Route

- Phase Four:
  - Charting the Course:
    - Organizational Route

Afternoon (1:00 PM– 5:00/5:30 pm)
- Phase Four:
  - Charting the Course:
    - Case Studies

Day 3
Morning (8:15-12:15 pm)
- Phase Four:
  - Goal Setting
    - ✓ Defining Needs
    - ✓ Identifying Barriers
    - ✓ Q.U.E.S.T.I.O.N.
    - ✓ The Sherpa’s Personal Toolkit

Afternoon (1:00 PM– 5:00 pm)
- Phase Five: Agenda
  - ✓ Commitment
  - ✓ Accountability – Attitude
  - ✓ The Accountability House
  - ✓ Browsing the Journal & Long Term Outlook
Day 4
Morning (8:15-11:45)

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

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

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Homework Assignments Prior to Week One:

**Textbooks Reading Assignments:**
Read these textbooks in their entirety. These books will be sent from the University of Georgia at least two weeks in advance of the class.

**Sherpa Coaching Online Course***: You will receive several e-invitations from Sherpa University. One invitation to create an account and one to accept the course for the ECC (Executive Coaching Certification) online. You are required to complete *UGA ECC* prior to your first week. Please review the course in its entirety. This course prepares you for your Practicum Client and your first week on campus; you will have several online assignments to fulfill within the online platform. Please make sure you complete ALL assignments which includes the ‘quiz’ researching other coaching programs.

*Plan on bringing your laptop computer to Week #1 and Week #2

**DiSC:** Soon you will receive a link to the DiSC via email. This work style assessment must be completed online prior to class.

**1-on-1 meeting with a Sherpa Online Administrator:** A Sherpa online administrator will be arranging a phone/video conference call to be completed PRIOR to your arrival at the University of Georgia.

**Homework Assignments between Week #1 and Week #2:**

**Phone/video conference appointment:** You will discuss your practicum experience with a Certified Practicum Instructor (CPI) in a weekly phone/video conference appointment. You must be available at your designated day and time for practicum support. You must file weekly client summaries online in the *UGA ECC* course.


**Assignment:** Complete your Journal homework PRIOR to Week #2

**Online Course***: All of the resources are available 24/7.
**Homework Assignments following Week #2:**

**Completing the Practicum Coaching Assignment**

**Phone/video conference appointment:** You will continue to discuss your practicum experience with a Certified Practicum Instructor (CPI) in a weekly phone/video conference appointment. You must be available at your designated day and time for practicum support. You must continue to file weekly client summaries online in the **UGA ECC** course. *If your CPI has no response from you for three consecutive weeks Sherpa will consider your status as "inactive" and notify 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 hours, and:*

- Participation and contribution* 40%.
- Quizzes, Online Reports, Tests and Homework 60%.

*Includes the 12-week practicum client assignment.

**Course Details are subject to change without notice.**