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.

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.

1. The Sherpa Guide: Process-Driven Executive Coaching

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 Fall ECC 2019 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 fulfil within the online platform. Please make sure you complete ALL assignments which includes the ‘quiz’ researching other coaching programs.

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

See next page for more details!
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.

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

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### 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

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Afternoon (1:00 PM– 5:00 pm)

**Phase Three: Destination (Continued)**

- Weakness Mountain
- Expectation Mountain
- Logistics

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**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

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**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 Fall ECC 2019* course.


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

**Online Course:** All of the resources are available 24/7.
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

*Evening (5:15)*
- **Informal Reception & Pre-Graduation Dinner/Ceremony**
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

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 Fall ECC 2019 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.