

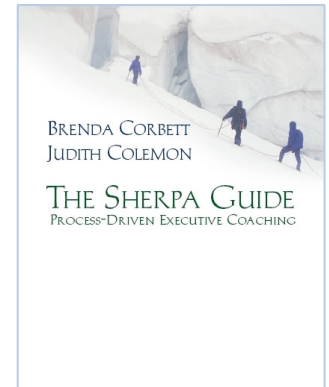


The Sherpa Executive Coaching Certification



Instructors:

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Websites:

Class notes and assignments: www.sherpacoaching.com/class

Course description: This three-month course of study is taught by the Sherpa team of author / educators and is based on "The Sherpa Guide: Process-Driven Executive Coaching". Participants will examine and master the Sherpa process for executive coaching. The class involves 60 hours of class time on campus, spread over two week-long sessions. Over three months' time, students will work with a practicum coaching client, and work with a Practicum Client Instructor over the phone 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 business 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 binder is 250+ pages designed to support this learning experience.



The Sherpa Executive Coaching Certification

Course Overview

Week One

Day One- Morning (8:00-12:00)

Introduction to Sherpa Coaching

Definition of Coaching

Principles of Coaching

Introduction to the Sherpa Coaching Process

Lessons from the Sherpa

Afternoon (12:45 - 4:15)

DiSC® results (the assessment will be taken online prior to class)

Communication needs

How your DiSC aligns with qualities of a good coach

Day Two -Morning (8:00-12:00)

The Case for Coaching

Coaching issues

What Makes a Good Coach?

The traits of a successful coach

Afternoon (12:45 - 4:15)

Coaching Tips

The Sherpa Stance

Phase One: Taking Stock

Process Overview

Day Three - Morning (8:00-12:00) -

Phase One: Taking Stock

Self Discovery – Personal Inventory

Afternoon (12:45 – 4:15) -

Phase One: Taking Stock continued

Self Discovery – Discovery Shield

Who am I?

Agreement

Day Four

Morning (8:00-12:00) -

Phase Two: Global View

Support Mountain

Perception

Values

Afternoon (12:45 – 4:15) -

Phase Two: Global View

Change Management

PQM

Phase Three: Destination

Weakness Mountain

Day Five

Morning (8:00-12:30) -

Phase Three: Destination, continued

Weakness Mountain

Expectation Mountain

Logistics

Next Step: Preparing for Practicum Client

Instructors' Q & A

Process cross-reference: Book, Journal, Timelines

Summary and conclusion



The Sherpa Executive Coaching Certification Course Overview

Week Two

Day One -Morning (8:00-12:00)

Review of mid-term assignments
Recap and Summary of Week One
Questions and Concerns
Open discussion of Practicum
Introduction to Charting the Course

Afternoon (12:45 – 4:15)

Phase Four: Case Study
Charting the Course:
Relational Route

Day Two -Morning (8:00-12:00)

Phase Four: Case Study
Charting the Course:
Relational Route

Phase Four: Case Study
Charting the Course:
Organizational Route

Afternoon (12:45 – 4:15)

Phase Four: Case Study
Charting the Course:
Organizational Route

Day Three -Morning (8:00-12:00) -

Phase Four: Goal Setting

Defining Needs
Identifying Barriers
Q.U.E.S.T.I.O.N.
The Sherpa's Personal Toolkit

Afternoon (12:45 – 4:15)

Phase Five: Agenda

Commitment
Accountability – Attitude
The Accountability House
Browsing the Journal
Long Term Outlook

Evening:

Graduation ceremonies

Day Four- Morning (8:00-12:30) -

Phase Six: The Summit

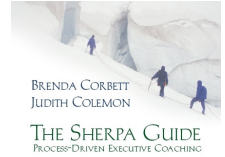
Support
Follow up

The Process Makes the Difference
Summary, conclusions and wrap up

Successful completion of a practicum client with continuing support earns the Sherpa Executive Coaching Certification.



The Sherpa Executive Coaching Certification Assignments



Prior to Week One:

Text: Read "The Sherpa Guide: Process-Driven Executive Coaching" in its entirety, at least once. The book will be sent from the University two weeks in advance of the class.

DiSC - This work style assessment must be completed on line 72 hours prior to class.

Practicum Readiness: Locate a practicum client: a colleague, or acquaintance willing to be coached at no charge between weeks One and Two. Your instructors will review and discuss your choice during class.

Working with a Practicum Client (PC) is mandatory in order to earn the Sherpa Executive Coaching Certification. Arrange a prospective PC before you attend your first class session.

The relationship between coach and PC is very important. Finding the right person is part of the learning process. Here are some criteria to help you locate the right PC:

- Find a PC that is on board with the coaching concept.
- Find a PC in a non profit that could never afford a coaching engagement.
- Find a PC who works for a colleague or friend, who hasn't worked with you..
- Find a PC you are acquainted with, but have no work history with.

Don't:

- ask a relative
- ask a fellow employee, or someone who shares your office space.
- ask a business colleague that you have a lot of work history with.

Before the first week of class, discuss the 12-week, one hour a week commitment with your potential PC. Tell your PC that your first meeting will be held the week following your first class session, pending instructor's approval.

We will discuss and approve your prospective PC during the first week of class.

Mid-Term (between class weeks, PAGE 1 OF 2)

Phone appointment. You will discuss your practicum experience with a Sherpa coaching consultant in a weekly phone appointment. You must be available at your designated day and time for practicum support.

Reading: Re-read Chapters 7-12, "The Sherpa Guide: Process-Driven Executive Coaching"

Homework # 1: Due by the end of the first week of class

Go to website: www.sherpacoaching.com/class/101.html

Read about DiSC© validity, and the white paper comparison of DiSC© and Myers-Briggs.

Write a minimum of one paragraph explaining your opinion and your position on use of both work style assessments (DiSC and Meyers Briggs).

What are the strengths and weaknesses of each?

Please turn in this assignment by email, by the end of week one, to info@shepacoaching.com

Homework # 2: Due the second week of class.

Writing assignment: Create, in writing, your version of the Sherpa Process. How would you explain each phase to a client?

- Taking Stock
- Global View
- Destination
- Charting the Course
- Agenda
- The Summit

This writing assignment is to create one page or less of text, with two or three sentences for each phase.

Please hand it in during week two of class, or email to: info@shepacoaching.com

Evaluation and certification grades are based on attendance for at least 85 % of class hours, and:

Participation and contribution 40%.

Quizzes, Tests and Homework 60%.

Successful completion with a practicum client, guided by a Certified Practicum Instructor

Mid-Term (between class weeks, PAGE 2 OF 2)

**Homework #3: To be completed between week 1 and week 2
This is to be handed in the first day of the second week of class.**

Complete chapter four (exercises 4-1 through 4-18) in your personal working copy of the Sherpa journal. Complete these journal exercises from the perspective of a client.

By completing each of these exercises yourself, you will gain a working knowledge and familiarity with them. This will help you guide future clients more confidently.

Example: (Exercise 4-1) DIG UP

All you see on that page is the acronym. Complete the acronym and tell us what each letter stands for. All answers are found in both your class workbook and the Sherpa Guide textbook.

Study Guide: Please make sure you are prepared for these quizzes.

Each of these can be a challenging exercise which requires study and memorization of a large body of knowledge.

First week

- DiSC
- Framing Question
- Taking stock
- Global view

Second week – please study during the break between classes

- First Day – Upon your return to class:
 - Destination – Expectation Mountain
 - Routes and Paths – **a detailed and demanding review of course content**
 - Case study – final quiz

Other Important Information

Full certification and other Sherpa Coaching information available for download at www.sherpacoaching.com

Recertification is mandatory – please review the website for recertification options, including the annual conference. The conference is held the first Monday and Tuesday of June every year.

Copies of the Personal Inventory coaching session available at the Sherpa Store
www.sherpacoaching.com/store.com.