



Integrated Coach Training  
CoachNet Global LLC  
301 Intake Process  
Current as of July 2019

## 301 Developing The Ideal Intake Process Syllabus



### Course Expectations and Requirements:

This syllabus describes educational expectations for completing 301 Developing The Idea Intake Process as a part the Essential ACC Pathway. If you have questions, please contact Amy Glazer ([amy@coachnet.org](mailto:amy@coachnet.org)/330.936.3768).

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## Basic Information:

- 301 Developing The Ideal Intake Process
- Online

## Number of Coach Specific Training Hours:

- 4 x 60 minute class sessions (online)
- CoachNet uses a system called Zoom Meeting for our online training. You can access it through the Zoom Meeting app, or through your browser. You can acquire the link through [CoachNet.org](https://CoachNet.org) under My Courses.
- One writing assignment (submitted for review by Instructor).

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## Instructor's Name:

Dave Brunelle, ACC  
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216.224.7625

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## Contacting the CoachNet Team:

Amy Glazer, ACC  
Director of Coaching Community  
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330.936.3768

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## **Website Description:**

One of the hardest lessons for a coach to learn is who you can coach and who you can't. Any experienced coach will tell you that it's often about saying no to the client who just isn't a fit.

High impact coaches do a lot of the work to ensure their coaching is effective BEFORE the coaching relationship even begins. In this course, learn what it takes to give your client the best possible relationship for effectiveness. We'll discuss what effective intake processes do and how you can launch coaching relationships that work every time out.

4 - 60 minute sessions

4 coach-specific training hours

This is a part of the Essential ACC Pathway

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## **Course Objectives:**

The objectives for this course are:

- Understand the full coach development arc as CoachNet applies it
- Equip yourself with a basic skill set for informal & formal coaching
- Experience the ICF Core Competencies and Code of Ethics
- Conduct formal and informal coaching conversations and begin to understand formal coaching relationships

## **Required Student Resources:**

To successfully complete 301 Developing The Ideal Intake Process you will need:

- A reliable internet connection
- A reliable telephone
- A copy of the 301 Developing The Ideal Intake Process Participant's Sessions Guide
- An email address
- Word processing software to submit final assignments in Microsoft Word format

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## Course Schedule/Outline/Calendar of Events:

301 Developing The Ideal Intake Process follows one of two formats: online for 4 - 60 minute sessions, online for two 2 hour sessions. Both formats include follow up assignments.

301 Developing The Ideal Intake Process begins online 3-5 times per year on average.

### Course Outline:

Session	Class Focus	Follow Up Assignment
1	Ensuring Effectiveness	
2	What Intake Does	
3	Communicating about Coaching	
4	Contracting/Covenanting	Journal Assignment (15-45 Minutes)

All assignments must be submitted to the Instructor within 30 days of the final class.

## Criteria for Grading:

301 Developing The Ideal Intake Process is conducted on a pass/fail basis.

You will pass 301 Developing The Ideal Intake Process if:

- You attend the required 75% of live course sessions and participate in class discussions
- You listen to the recordings of missed session
- You submit your writing assignments demonstrating comprehension and application of the material

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## **Suggested Bibliography:**

Reitz, Jonathan. Coaching Hacks. Cleveland, OH CoachNet Global LLC. 2017

Ogne, Steven L. & Roehl, Tim. Transformissional Coaching: Empowering Leaders in a Changing Ministry World. Nashville, TN B&H Publishing Group. 2008.

Reitz, Jonathan. A Theology of Coaching. Cleveland, OH CoachNet Global LLC. 2014

Whitmore, John. Coaching for Performance. Hoboken, NJ Pfeiffer & Company. 1992.

Whitworth, Laura; Kimsey-House, Henry; and Sandahl, Phil. Co-Active Coaching. Boston, MA. Nicholas Brealey Publishing, 3rd Edition 2011.

## **First Taught:**

- January 2013

## **Syllabi on Learning Platform:**

- The downloadable syllabi presented on coachnet.org shall contain the date of last update.