

## **ADD Coach Training (ACG) Program Overview**

### **Module 101: INTRODUCTION TO COACHING**

#### **Module Overview**

This module is designed to introduce you to coaching. We'll define coaching and discuss what it means to be a coach. We'll also look at how coaching is distinguished from other professions. We'll get our first look at the ADDCA Coaching Foundational Principles and the International Coach Federation's Core Coaching Competencies. This module will also introduce you to the ADDCA coaching process and the models you'll be learning here. It's important right from the beginning of your training to introduce you to coaching ethics and standards, and we'll review those and study a few possible scenarios. Finally, we want you to begin thinking about what coaching can do for clients, how they will benefit, what you'll deliver, and just what kind of coaching business you wish to create.

#### **Module Objectives**

By the end of this module, you will:

- Be able to give your own definition of coaching
- Appreciate and be able to articulate how coaching is unique from other professions
- Know the qualities of a masterful coach
- Be familiar with the ADDCA Coaching Foundational Principles
- Have a beginning appreciation for the core coaching competencies you'll be learning
- Be familiar with coaching ethics and standards
- Have a context for the ADDCA coaching process and models
- Have begun thinking about your coaching business and the benefits of coaching

### **Module 101: ADD INTRODUCTION TO AD/HD / ADD COACHING**

#### **Module Overview**

This module introduces you to ADD coaching, the traits and challenges of ADHD, and how to listen for and appreciate the importance of context when exploring a client's ADHD. This module also introduces the ADDCA Coaching Foundational Principles and invites you to incorporate them into your coaching. We will be exploring the difference between regular coaching and ADD coaching and what sets a well-trained ADD coach apart.

#### **Module Objectives**

By the end of this module, you will:

- Appreciate the paradox that is ADHD
- Listen from an understanding and appreciation of the ADD traits and challenges
- Articulate the differences between ADD coaching and regular coaching

- Discuss how you've integrated the ADD Coaching Foundational Principles into your coaching

## **Module 102: LEAP AND THE ADDCA COACHING QUESTVERSATION® MODEL**

### **Module Overview**

This module is designed to introduce you to two basic ADDCA coaching models. These models will serve as a foundation for your coaching, informing and guiding you throughout every coaching session you hold. First, we'll discuss the LEAP model and what we mean by stages of a client. You'll learn the stages of LEAP and how to recognize which stage your client is working in. We'll also review other models to see how they support the ADDCA LEAP model and refine your thinking. We'll quickly review ADDCA tools you'll be learning which you can use within each stage of LEAP.

The second model introduced in this module is the QuestVersetation® model. We'll explore the value of a coaching conversation model and how it supports the core coaching competencies. Then we'll study the steps of the QuestVersetation® model. Finally, we'll review how these two models work together to support your coaching and your client's growth. We'll conclude the module with a case study.

### **Module Objectives**

By the end of this module, you will:

- Learn the stages of a client we call LEAP
- Understand the model and why we use it
- Be familiar with other models similar to LEAP
- Learn the ADDCA Coaching QuestVersetation® Model
- Know the steps of the QuestVersetation® and why we use it
- Recognize how the core skills and models fit into these 2 models
- Understand how LEAP and QuestVersetation® work together
- Identify how to make the models yours
- Have a foundational context and structure for learning the skills and tools of coaching
- Practice using the models

- Practice explaining the QuestVersation<sup>®</sup> Model to clients

## **Module 102: ADHD**

### **THE STAGES OF A ADHD CLIENT: LEAP**

### **INTRODUCTION TO THE STAGES OF AN ADHD CLIENT: LEAP**

#### **Module Overview**

This module is designed to introduce you to a basic ADDCA coaching model. The LEAP model serves as a foundation for your coaching -- informing and guiding you throughout every coaching session you hold. First, we'll discuss the LEAP model and what we mean by stages of a client. You'll learn the stages of LEAP and how to recognize which stage your client is working in. We'll also review another model to see how it supports the ADDCA LEAP model and refines your thinking. We'll review ADDCA tools you'll be using within each stage of LEAP. The module will conclude with a practical lab.

#### **Module Objectives**

Upon completion of this module, you will be able to:

- Explain the stages of a client and the LEAP model
- Recognize what stage clients are in at the moment
- Offer questions and tools appropriate to the client's current stage
- Appreciate unique stage differences for ADD clients
- Understand how the LEAP model relates to the ADDCA Foundational Principles
- Demonstrate use of the LEAP model within coaching
- Appreciate how LEAP supports use of the Core Competencies

## **Module 103:**

### **ESTABLISHING TO COACHING PARTNERSHIP**

#### **Module Overview**

This module is designed to introduce you to the coaching relationship and how we establish it. We'll define what a coaching partnership is and discuss the related core competencies. Then we'll explore how to lay a foundation for the coaching partnership. As part of that foundation, the coach and client must determine how they will work together, and we'll look at elements to include in that early conversation. There are tools we'll use to initiate and sustain the relationship, and we'll be creating some during this module. Finally, we'll explore how the QuestVersation<sup>®</sup> model provides a powerful, sustaining foundation for the coaching partnership.

#### **Module Objectives**

By the end of this module, you will:

- Understand what makes the coaching partnership unique and special
- Be able to articulate roles in the relationship
- Identify your expectations of your clients
- Have a process for learning about the client and the client's first goals
- Have a process and a checklist for establishing the partnership
- Have your first Welcome Packet developed and ready to use
- Have begun your coaching business operations manual
- Appreciate how the QuestVersetation<sup>®</sup> model supports and sustains the coaching partnership

## **Module 201:** **RECEIVING THE CLIENT**

### **Module Overview**

This module is designed to introduce you to the QuestVersetation<sup>®</sup> skill of Receiving. This is the first and foundational skill you'll use as a coach, and it is an essential element for powerfully impactful coaching. First, we'll explore what it means to powerfully receive a client. That includes what we do to be fully present with our clients. You'll learn how we receive, the levels of listening, other ways we receive besides listening, and what we listen for first. Then we'll study the key things a coach is always listening for and what we can do to fully receive each of these things.

Finally, we'll review what you can do to improve the coaching environment for greater receiving. We'll explore how to remain in not knowing as the coaching relationship matures, and we'll discuss the use of silence and trusting our intuition to improve our receiving.

### **Module Objectives**

By the end of this module, you will:

- Know what it means to powerfully receive your client
- Understand the different levels of listening
- Appreciate what can get in the way of being fully present
- Have your own process for being fully present to receive
- Understand how we receive beyond listening

- Know what a coach listens for first
- Appreciate the benefits clients get from our receiving
- Identify the key things a coach listens for
- Understand how to recognize what you're receiving
- Have questions you can ask yourself to receive more fully
- Appreciate the many ways we receive what our clients tell us
- Think how you'll stay in not knowing as the partnership matures
- Understand how to use silence and your intuition within receiving

## **MODULE 201: ADHD**

### **ADDCA Models for Greater Understanding**

#### **Module Overview**

This module introduces you to the brain, memory, and learning styles as they impact our ability to coach. Then we introduce and explore several ADDCA models you can use to contextualize ADD and move the client forward. Finally, we present some ADDCA ADDentifiers and how we might use them within coaching. The module concludes with a lab where we practice the models learned.

#### **Module Objectives**

Upon completion of this module, you will be able to:

- Appreciate how the brain and memory work as they relate to ADDers
- Recognize clients' learning styles
- Listen from an understanding and appreciation of the ADD traits and challenges
- Coach using the ADDCA models and ADDentifiers
- Appreciate how the ADDCA models support the ICF core coaching competencies

## **MODULE 202:**

### **WITNESSING**

#### **Module Overview**

This module is designed to introduce you to the QuestVersetation<sup>®</sup> step of Witnessing, where we will further our understanding of being an Observer for our clients. First, we'll explore what it means to powerfully witness a client, and we'll identify the four elements we observe and witness. You'll next learn what it is that we witness and be introduced to Barriers to Attention and the C Model of Choices. Eleven witnessing skills will be introduced and demonstrated, and you'll be practicing each skill. Then we'll study how to know when and what to witness and how to deliver a difficult message. Finally, we'll explore how to help our clients learn to witness themselves.

## **Module Objectives**

Upon completion of this module, you will be able to:

- Know what it means to witness a client
- Understand the four elements we observe and witness
- Appreciate how to be an Observer for our clients
- Understand the Barriers to Attention
- Identify what we witness
- Have a practical understanding of eleven witnessing skills and how to use them
- Understand when and what to witness
- Have your own process for witnessing difficult messages
- Appreciate why clients benefit from learning to witness themselves

## **Module 202: ADHD** **The ADDCA QUESTVERSATION©**

### **Module Overview**

This module will present the concept of an ADD coaching conversational model and the ADDCA QuestVersion©. Each step of the conversation will be studied and reviewed, integrating ADDCA models and tools, and practiced with case studies. The module will conclude with practical labs.

We'll explore the value of a coaching conversation model and how it supports the core coaching competencies. Then we'll study the steps of the QuestVersion© model. Finally, we'll review how LEAP and QuestVersion© work together to support your coaching and your client's growth. We'll conclude the module with a practical lab.

### **Module Objectives**

Upon completion of this module, you will be able to:

- Understand the ADDCA Coaching QuestVersion© Model
- Know the steps of the QuestVersion© and why we use this model
- Recognize how the core skills and models fit into LEAP and QuestVersion©
- Understand how LEAP and QuestVersion© work together
- Identify how to make the models yours
- Practice using the models
- Practice explaining the QuestVersion© Mode

## **Module 203:**

## **QUESTIONING**

### **Module Overview**

This module is designed to introduce you to the essential coaching skill of questioning that is used throughout the QuestVersation<sup>®</sup> process. First, we'll explore what it means to powerfully question. That includes how questioning fits into the core competencies and supports the ADDCA Foundational Principles. You'll learn the elements of a powerful question and review a list of questions.

Then we'll study eight questioning models and apply them in case study scenarios. Finally, we'll explore how to use questions powerfully, apply them to ADDCA models, and learn how to use questions to quantify a client's goal.

### **Module Objectives**

By the end of this module, you will:

- Learn what it means to ask powerful questions
- Understand the structure of powerful questions
- Recognize why certain questions are more powerful than others
- Learn eight specific questioning models
- Identify our purpose in asking questions
- Build a repertoire of powerful questions

## **Module 204: FILTERING THOUGHTS AND BELIEFS**

### **Module Overview**

This module is designed to introduce you to the skill of filtering clients' thoughts and beliefs and provide you with some models and tools to effectively filter. First, we'll discuss what it means to filter and the related ICF core competencies when we filter. You'll learn the Machine, Mind, and Mission model as well as gain a working understanding about beliefs and emotions. We'll also review general and ADDCA models that will assist you in filtering client beliefs.

Finally, we'll review the impact of filtering on your coaching and your client's growth. We'll conclude the module with case study practice.

## **Module Objectives**

By the end of this module, you will:

- Understand the QuestVersation<sup>©</sup> step of filtering
- Appreciate the importance of beliefs and emotions for creating change
- Understand the resistance and/or ambivalence to change
- Have several filtering models to use with clients
- Recognize when we filter
- See how Filtering, Activating, and Reinventing flow during a coaching conversation
- Practice using the filtering models and process

## **Module 205: ACTIVATING**

### **Module Overview**

This module is designed to introduce you to the skill of activating your clients' plans and provide you with some models and tools to effectively get clients into action and keep them in action. First, we'll discuss what it means to activate and the related ICF core competencies. You'll learn about goal setting, as well as identify tools for assisting clients to follow through on their dreams and plans. We'll also study ADDCA models that will assist you in getting clients into steady, forwarding action.

We'll also explore activating as a step in the QuestVersation<sup>©</sup> process. Finally, we'll review the impact of activating and your client's growth. We'll conclude the module with case study practice.

### **Module Objectives**

By the end of this module, you will:

- Learn what it means to activate your client
- Understand the activating process
- Be familiar with some ADDentifiers which support activating

- Know how to use the Fruits to Fruition model within activating
- Recognize what gets in the way of activation
- Identify when and how our clients are activated
- Have a set of strategies, systems, and structures for activating AD/HD clients
- Learn and know how to use the S Model
- Practice the activating process and language

## **Module 206: REINVENTING**

### **Module Overview**

The fifth and final QuestVersetation<sup>®</sup> step is Reinventing a successful picture. You might think that we should help clients create their new picture of success before they get going into the doing, but it doesn't actually work that way. Every action taken and new awareness discovered begins shaping a new picture of success for the client. However, the coach needs to bring the client's attention to that emerging new picture and help them clarify and solidify it for themselves. The picture isn't strong and complete until actual successes begin piling up to create a new inner knowing.

Nevertheless, the coach is planting seeds toward the new successful picture in every coaching conversation with observations of progress, acknowledgements, and feedback. The coach also invites the client to notice glimpses and feelings about the new picture even as work continues.

### **Module Objectives**

During this last step in the QuestVersetation<sup>®</sup> model, there are also some steps we take to complete a coaching session as well. Part of reinventing a successful new picture for the client is helping the client to maintain focus and continue with action to keep those actual successes piling up. As the session draws to a close, we want to:

- Invite the client to recap what he learned during the session
- Ask the client to list action steps he has committed to doing
- Check the accountability structures and supports
- Offer any last framework or motivational comment of support