

CERTIFICATE NAME and Course Number

Coaching for Leaders Certificate
XLSC 9014

DOMAIN

SOEE Leadership

CERTIFICATE STATEMENT

The benefits of coaching for a leader and an organization are exponential. Coaching focuses on asking the right questions to help an individual discover the answers on their own in order to improve skills and competence.

CERTIFICATE DESCRIPTION

Coaching allows individuals to realize greater self-awareness, learn from their experiences and initiate action that contributes to personal growth and higher performance. Implementing best practice coaching skills helps build capacity and increases the potential of individuals, teams, and organizations. Whether you are formally coaching executives or using these skills to help develop your direct reports, the Coaching for Leaders Certificate provides a strong foundation to learn and apply effective coaching skills.

The Coaching for Leaders Certificate includes three competencies:

1. Coaching Fundamentals
2. Giving and Receiving Effective Feedback
3. Emotional Intelligence

CERTIFICATE OBJECTIVES

Upon successful mastery of this certificate, you will be able to:

- Describe the principles and foundational skills of coaching
- Describe the process of giving and receiving effective feedback and the benefits it brings to an organization
- Describe emotional intelligence and identify your personal skills through a self-assessment

DEMONSTRATING MASTERY

This certificate is comprised of three competencies. Each competency is broken down into **Learning Objectives** and related **Topics**. For each objective, you will participate in **Learning Activities** designed to enhance and reinforce understanding.

Learning Activities include readings, video and audio clips, Learning Journal and Discussion Board prompts, practice exercises, demonstrations, as well as links to web and library resources.

As you progress through each competency you will come across **Interactive Discussions**. In these activities, the tutorial faculty member will ask you to respond to a question or series of questions that promote a deeper understanding of the topics covered in the **Learning Objective**. In addition, the question(s) will ask you to apply lessons learned from specific course content.

Certificate Structure

The table below details the **Learning Objectives** for each competency, which are supported by **Learning Activities** and **Interactive Discussions**.

Certificate Competencies	Learning Objectives
Coaching Fundamentals	<ul style="list-style-type: none"> ● Define the principles of coaching and identify why coaching can be the gateway to individual and organizational success ● Explain the benefits of coaching as a leader and describe how coaching can positively impact employee engagement ● Describe the foundational skills of coaching and the various models used in the coaching process
Giving and Receiving Effective Feedback	<ul style="list-style-type: none"> ● Identify the benefits to an organization of giving effective feedback ● Describe the conditions that make feedback effective ● Explain a process for giving feedback ● Understand how to ready oneself to receive feedback
Emotional Intelligence	<ul style="list-style-type: none"> ● Define emotional intelligence concepts and frameworks ● Identify personal emotional intelligence skills through self-assessment ● Describe the connection between emotional intelligence and individual and organization performance ● Relate emotional intelligence factors to leadership effectiveness ● Explore strategies to build emotional intelligence into strengths to improve leadership performance ● Devise an action plan to integrate practices that increase emotional-social intelligence within your work group

STUDENT RESOURCES

Brandman Online Library Resources

Brandman University provides comprehensive online library services including access to books, journals, databases, and other resources. Librarians are available via email and phone to provide support. Students can access the library directly when logged into their courses.

Writing and Math Help

Brandman's Online Writing and Math Center (OWMC) offers subject-specific tutoring services, live workshops, video tutorials, tutorial office hours, and links to top academic sites in order to ensure student success. Students can access the OWMC directly when logged into their courses.

Netiquette

Communicating in an efficient and respectful manner is critical to the learning process. Please view the following clip which provides netiquette guidelines:
http://www.youtube.com/watch?feature=player_embedded&v=6dRoclqDJh0

Standards of Academic Integrity

Academic integrity is a core Brandman University value which insures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. Students are required to read, understand, and apply the standards set forth concerning academic integrity found in the policy link below.
<http://www.brandman.edu/current-students/resources/catalogs>

Americans with Disabilities Act Statement

Brandman University is committed to ensuring equal educational access and opportunity for all members of our academic community. Students will be provided timely, efficient, and equitable accommodations and services that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)/Americans with Disabilities Act Amendments Act of 2008 (ADAA). More details are available in the current Brandman University Academic Catalog.
<http://www.brandman.edu/current-students/resources/catalogs>