

Matrix

PROFESSIONAL COACHING SKILLS

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POST GRADUATE DIPLOMA NEURO COACH

Why I chose to do the coaching course	Relevance to my learning and development	My goals and expectations for the course
• I wanted to learn coaching and combine the skills I had learned with NLP. • I wanted to learn a clear process that I could use in client work. • I wanted to gain professional credibility.	Personal • I learned - To recognize my strengths and weaknesses as a coach. • Helped me reflect on myself. • I was able to develop my self-knowledge. Interactive • I practiced listening and asking questions while resisting the temptation to give advice. Professional • I learned a coaching process which helped me to be more professional with my clients. • I learned to understand the importance of signing a contract and how to write one. • I learned to listen and ask open questions instead of suggesting solutions or offering perspectives. • I was encouraged to use metaphors in coaching. • While training with clients, I went through valuable and informative experiences that encouraged me to continue as a coach.	• To learn a clear process to coach a client. • To learn to listen and ask questions and not give advice. • I wanted to clarify for myself what services I wanted to offer to clients.

How I was assessed	Signs of success	Training methods
- During the training we had a coaching lab session in front of the class where trainers and peer students gave feedback. - On the last day we did a 20 -minute coaching session in front of the class, and we were assessed. - I received feedback that I was intensely present, adapted my presence to the client's body language and actively listened to the client. - I was told that I jumped straight into the deep end when I asked my client to change his perspective by changing his physical position. - I was reminded that I only had 20 minutes, and I had not managed to finish the coaching process during that time. - When I was coached, and I started to cry during the session my peer coaches asked the trainers if clients really cry when they are being coached. I thought it was a valuable experience that I had started to cry.	- I had learned a lot of new skills - Asking open questions. - Listening and asking instead of suggesting and giving advice. - Using metaphors in coaching. - Writing a contract - I got to practice self-reflection by thinking about my role as a coach and by doing a SWOT analysis of what I am like as a coach and identify my strengths and weaknesses.	The teaching methods and resources used were - Class room teaching - Coaching Lab - Written materials - Drawing - Writing on a flipchart - Giving examples - Telling stories - Discussing and practicing in pairs or small groups - Tasks in the interim - Peer coaching 5 hours coaching and 5 hours being coached - Coaching clients 20 hours coaching with 3 to 4 clients - Coaching log - Literary studies - Learning journal

My learning styles	Schedule of coaching course	Supervision and time management
I learned by	The course began in March 2012 and ended in June 2012	I contacted my supervisor, Lynsey Weir on the 26th of

- Referring to the MBTI test we did during the coaching training my learning style was ENFP (BusinessCoachingInstitute, 2012). - My self-knowledge was not very good at that time and nowadays I think I am more ISTJ or ISFJ (The Myers & Briggs, 2022) and I learn best when information is presented in a systematic way with practical examples with facts and details (BusinessCoachingInstitute, 2012) - In Honey and Mumford's Learning Styles (ExpertProgramManagement, 2022) combination of Reflector, Pragmatist and "Activist" would best describe my way of learning. - Referring to Kolb (MindTools, 2022), my learning style was accommodating because I learned best by doing. - My learning style was also a combination of kinesthetic and auditory systems (MindTools, 2022) as I learned by listening to the stories and examples that the assistant trainers and other students shared. I also learned from the reflective conversations we had in study groups and during the breaks.	- During that time, we had 8 contact training days, which included 60 ICF accredited hours. - Peer coaching 10 hours 5 hours coaching and 5 hours being coached - Coaching clients 20 hours The course covered - Foundation of coaching - What is coaching - Coaching ethics and ethical rules - Coaching contract - Establishing and maintaining agreements - Planning and setting goals - Coaching mindset - Coaching core competencies - GROW model - SMART model - Appreciative feedback - Coaching relationship - Cultivating trust and safety - Coaching profile 1 - LTA analysis - MBTI - Coaching presence - Powerful questions - Clean language - Interaction - Active listening - Straight communication - Evoking awareness - Ladder of inference	September 2022 by e-mail to make an appointment. - We met twice on Zoom on the 17th of October 2022 and on the 18th of January 2023. - During the 1st meeting we discussed my next portfolio and assignment and agreed on the dates when I will return the 1st and 2nd drafts of my assignment to her. - I got a month's extra time for writing, and the due date of my assignment was on the 6th of February 2023. Therefore, we agreed on new dates when I will return my drafts to Lynsey for feedback and they were 1st draft on the 9th of January and 2nd draft on the 23rd of January. - We met again on Zoom after I had sent the 1st draft of my assignment and Lynsey answered my questions that I needed clarification on. - I started reading and writing too late again and got stressed. - Returning drafts on time eased the schedule pressure and I felt that in the end I had enough time to finish my assignment.
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	- Recognizing strengths - Emotional skills and strategies - Virtual coaching • Learning and growth - Planning actions - Progress and accountability management - Time Management Matrix - Circle of life - Keirsey Temperaments - Personal SWOT - Circle of Responsibility - Evaluation of the coaching process - Literary circle • Synergy - Coaching culture - Coaching profile 2 -self reflection - Literary circle	
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References

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- ExpertProgramManagement. (2022, December 10th). *Honey and Mumford Learning Styles Explained*. Retrieved from <https://expertprogrammanagement.com/2020/10/honey-and-mumford/>
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- The Myers & Briggs, F. (2022, December 28th). *The Myers & Briggs Foundation MBTI Basics*. Retrieved from <https://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/>