



# LEADER COACH TRAINING PROGRAM ICF ACCREDITED PROGRAM - LEVEL 1

June, 2024



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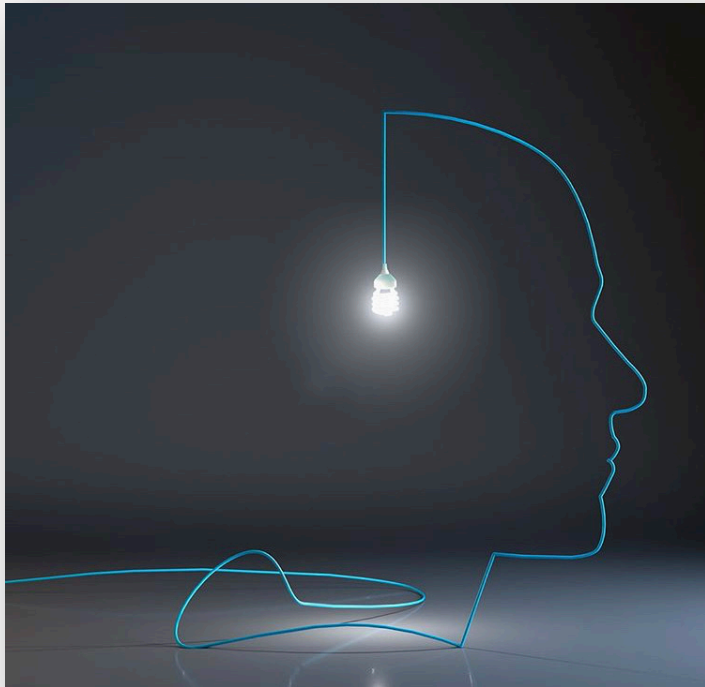
- This ICF-accredited training program will provide us with an opportunity to share our knowledge and experiences with professionals who wish to contribute to their organizations as coaches. Through classes, supervision and mentoring, the program provides a series of personalized tools, adapted to each individual. The program is internationally certified by the ICF organization as an **“Approved Coach Specific Training Hours”** program that provides a total of **73.5 hours of training**.
- **If you are interested in obtaining a professional license as a coach (ICF License), after finishing this program, you must present a coach knowledge test (CKA), document at least 10 hours of mentor coaching, accumulate 100 hours of experience as a coach and send a performance for evaluation to ICF. ICF Assessors will review one recorded coaching session with transcript.**
- Because of its individualized approach, the program is selective. Only two training programs will be offered in 2023. Training professional executive coaches under this model requires an adequate selection of participants. In this way, we can ensure that each participant’s experience will be complemented by lectures and a personalized guidance process, including individualized coaching, mentoring and supervision of cases involving real clients.



# WHAT ARE THE REASONS FOR THIS TRAINING COURSE?

- The ability to train leaders is a basic skill that professionals in today's organizations should possess.
- Through coaching, leaders learn to optimize the value of individuals, teams and organizations.
- This leadership training course allows participants to clarify their vision, beliefs and values, and enhances their ability to influence others.
- Through coaching, leaders become catalysts for change in their organizations.

# VISION



To enable participants to:

- Identify the link between **coaching and organizational development**
- Work on their **individual development**.
- Understand how coaches can create **productive relationships**.
- Understand the **role of coaches** in system dynamics.



# OBJECTIVES



- ① **Learn about personal transformation** through their own transformation.
- ① Increase their ability to **reflect, notice and self-correct.**
- ① **Gain influence** through language, body language and emotions.
- ① Understand that leadership coaching is a **powerful tool** in organizational interventions.
- ① **Understand and practice** elements of the coaching relationship.
- ① Acquire a **series of coaching and leadership tools.**
- ① Learn to apply concepts of the adult **development theory** with their coachees and employees.
- ① Understand the different levels of complexity involved in coaching, through the guidance of a **coaching expert.**



# PHILOSOPHY

We believe that, throughout life, leaders face constant challenges that require the redefining of roles, skills and relationships. These challenges demand self-knowledge, self-control and autonomy from leaders, as they must understand which changes must be made on the inside, before they are molded on the outside.

Our work will involve training leader coaches to serve as catalysts for rapid change and evolution in leaders, by facilitating productive changes in people, teams and systems.

According to the systems theory, when various open systems interact, something new emerges which, by nature, is greater than the sum of its parts. In this synergic process, reactions, though unpredictable, always represent change, transformation and the possibility of seeing things from a new perspective. Our training program will incorporate this perspective of the systems theory.



## WHAT SETS US APART?

- Individual attention: individualized mentoring and coaching, for a number of hours not offered by any other program
- Importance of the participant
- Emphasis on leadership
- Learning community: faculty and students
- The program's instructor and creator is certified as a Coach by the International Coach Federation (ICF) and is dedicated full time to conducting Executive Coaching.

# PARTICIPANT'S PROFILE

- Leaders, coaches or consultants who wish to increase their skills
- Individuals with university-level training who are interested in their professional development
- Transitioning leaders
- Professionals from Human Resources or Human Talent Development units, who wish to broaden their skills
- Certified coaches who are seeking training that is more focused on coaching leaders in an organizational setting







# REQUIREMENTS

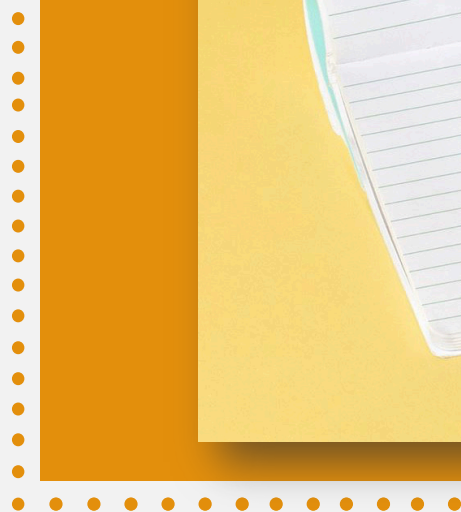
- University degree
- Several years of experience in leadership positions, or demonstrated leadership in different areas outside of the professional sphere.
- Prior training in human talent development, organizational psychology or leadership (not essential).
- Receptivity to feedback and interest in conducting self-evaluations
- Desire to evolve
- Applying and being admitted. The goal is to select applicants with an open and flexible attitude toward learning, who will assist in the learning process of their peers and will contribute to generating a wealth of experiences in the classroom.



# PROGRAM APPLICATION DOCUMENTS



1. Updated **CV** of no more than 2 pages
2. Two **letters of recommendation** (one personal and one professional). The person writing the letter should explain how they know you and comment on your ability to be self-aware, introspective, and self-critical, as well as your ability to reflect, give and receive feedback, and foster the development of others.
3. An **essay** of no more than 1,000 words



# GUIDE FOR ESSAY

- What have you learned about yourself over the past 3 years?
- What activities are you currently involved in that foster your own development?
- Describe a situation that took place in the past three months, in which you questioned a personal belief or in which you were open to feedback.
- How do you envision your future, in terms of your personal and professional development?
- What challenges will you need to overcome in order to complete this program?
- Describe yourself accurately using 5 adjectives.



# PROGRAM FORMAT

- The program includes 48 hours of teaching: 6 days.
- Each participant will receive 3 individual coaching sessions (1 hour per session).
- Two 2-hour group sessions entitled “Learning Circles” will be held, each with a head coach and a maximum of 6 participants.
- Participants will receive 3 mentoring sessions. To this end, each participant must assist at least 2 clients and provide 6 sessions to each.
- Classes are taught from 9:00 a.m. to 5:00 p.m.
- Classes are complemented by written assignments throughout the entire program.
- Participants are expected to devote approximately 3 hours per week to work outside of class.
- The program ends with an oral and a written exam.

# INSTRUCTORS





# LIGIA OLVERA



**LIGIA OLVERA**  
coaching latinoamérica

**LEVEL 1**  
ICF-ACCREDITED  
COACHING EDUCATION

Ligia Olvera is a professional coach certified by the International Coach Federation (ICF). Her work involves facilitating executive and personal coaching processes to leaders in Latin America, to support the transformation of these leaders and their environments, with more than 7,000 hours of executive coaching. Ligia Olvera is an economist and holds an MBA from INCAE Business School and a postgraduate degree in Business from Harvard University. Ligia graduated from Georgetown University's Leadership Coaching Program.

In addition to working as a coach, Ligia is the author of the blog entitled "*Reflexiones*," published in the Costa Rican newspaper *El Financiero*, where she writes about topics that are relevant to today's leaders. She is also the author of the book *Dreamcatcher Wings*, a tool used by professionals across various disciplines to address topics related to gender and leadership.

For Ligia, training coaches is a way for her to share everything she has learned over the years, by means of a training program inspired by and based on her own personal growth.





# MÓNICA HERRERA



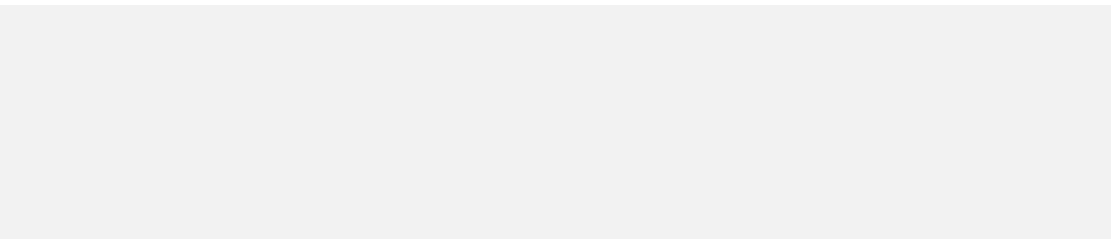
An executive coach, Mónica is passionate about supporting clients as they explore and discover their purpose, sources of motivation and opportunities. She believes in the power of transformational change unlocked through introspection, self-awareness and perspective. She is driven by a desire to help clients become a better version of themselves and, in turn, help their teams reach their full potential, while pursuing excellence and growth.

A mother of four, she previously worked in the banking industry, in the areas of auditing, risk management and finance. That "brief" hiatus lasted over thirteen years. She soon discovered that life is not a straight line with a positive slope, but rather a wave with highs and lows, and that every life circumstance affords an opportunity to build resilience, acquire new skills and achieve holistic growth.

A few years ago, she decided to explore a new chapter in her professional life. She became certified as a coach through the Coaching and Leadership Program of Ligia Olvera Coaching Latin America, in which she now serves as instructor. She also graduated from the Executive Leadership Coaching Program of Georgetown University in Washington, D.C. She is a Professional Certified Coach accredited by the ICF and is also certified by the Leadership Circle Profile. She remains up to date in her field by regularly participating in courses delivered by ICF, the University for Peace, INCAE, Harvard and Georgetown, among other institutions, on various topics, including positive leadership, design thinking, new coaching competencies and strategies to develop successful teams.



# CONTENT







## CONTENT

# **MODULE 1** **LEADING FROM** **WITHIN**

- Introduction to leadership coaching and its pillars
- Context of today's business world
- Listening
- Presence
- Emotional management
- Stress management
- "Internal life" of great leaders



## CONTENT

# MODULE 2 COACHING TOOLS TO SPARK PROGRESS

- Biases, conscious and unconscious beliefs
- Contracts
- Ethics
- Skills
- Skills practices
- Coaching sequence
- Coaching geared toward the evolution of leadership



## CONTENT

# **MODULE 3 COACHING AS A MEANS FOR ORGANIZATIONAL INTERVENTION AND INTEGRATION**

- The future of coaching
- Internal versus external coaching
- Coaching and leadership
- Mission, vision and strategy as a leader and coach
- Emotional intelligence model
- Personal inventory of emotional and social intelligence



# SIMULTANEOUS WORK

- Mentor coaching
- Learning circle leader
- Class assignments: movies, reflections, reading, etc.
- Coaching practice: *pro bono* practice with 2 clients, for at least 6 hours with each
- Final oral and written exam

# PROGRAM BEGINNING IN JUNE 2024

<b>TRAINING PROGRAM FOR LEADER COACHES SECOND SEMESTER 2024</b>						
<b>DAY</b>	<b>DATE</b>	<b>MONTH</b>	<b>VIRTUAL CLASSES</b>	<b>SCHEDULE</b>	<b>SCHEDULE</b>	<b>LEARNING CIRCLE OR EXAM</b>
Friday	21	JUNE	CLASS #1	09:00 am - 05:30 pm		
Friday	9	AUGUST	CLASS #2	09:00 am - 04:00 pm	04:00 a 05:30 pm	LEARNING CIRCLE
Friday	6	SEPTEMBER	CLASS #3	09:00 am - 05:30 pm		
Friday	4	OCTOBER	CLASS #4	09:00 am - 04:00 pm	04:00 a 05:30 pm	LEARNING CIRCLE
Friday	1	NOVEMBER	CLASS #5	09:00 am - 05:30 pm		
Friday	6	DECEMBER	CLASS #6	09:00 am - 05:30 pm		FINAL EXAM
Each participant will have 3 coaching sessions with Ligia Olvera						
Each participant will assist at least 2 clients and provide 6 sessions to each						
Each participant will receive 3 mentoring sessions regarding the clients they are assisting						

# PAYMENT AND CANCELLATION POLICIES

- ⦿ The cost of the program is \$5,450 (U.S. dollars) plus taxes (2%).
- ⦿ PAYMENT OPTIONS:
- ⦿ **Early payment discount:** If the total cost of the training program is paid two months in advance, the participant will receive a \$400 discount; therefore, the total cost of the program under this option is \$5,050 plus taxes (2%).
- ⦿ **Corporate enrollments:** If two or more persons from the same company register, the price per participant will be \$5,050 plus taxes (2%), provided that a single payment is made.
- ⦿ **Registration with payment plan:** Reservation fee of \$2,950, followed by two additional payments of \$1,250 (one in the second month and another in the fourth month). No discounts are provided under the payment plan. The cost of the program is \$5,450 (U.S. dollars) plus taxes (2%).

Please note that:

- ⦿ **All enrollments are final.** However, in the case of an emergency, participants may postpone their admission until the next training program that fits their schedule. **No refund is given.**
- ⦿ If, for justified health reasons or circumstances beyond their control, participants must suspend their participation, they may continue in the next available training program that fits their schedule; **in all other cases, the participant must withdraw from the program and will receive a certificate detailing the credits they had earned up until their withdrawal.**



# REQUIREMENTS TO RECEIVE THE ICF LEADER COACH CERTIFICATE

- Participation in all classes, learning circles, and coaching, supervision and mentoring sessions. Fulfillment of the required coaching sessions provided to real clients, and passing grades on the written and oral exams.
- If a participant misses a class, the certificate will not be issued until he or she has taken the missed class in the next available program. Otherwise, a certificate detailing the number of credits that the participant has earned may be issued, but he or she will not receive a certificate for program completion.

# FREQUENTLY QUESTIONS

## **How often are classes taught?**

- Classes are taught once a month over a six-month period.

## **What time investment is required to obtain the certification?**

- The program includes 48 hours of lessons: 6 days.
- Classes are taught from 9:00 a.m. to 6:00 p.m., 1 day a month.
- Classes are complemented by written assignments throughout the entire program.
- Classes must be complemented with mentoring and coaching sessions (3 individual coaching sessions and 3 individual mentoring sessions). Each participant must assist at least 2 clients and provide 6 sessions to each.
- Two 2-hour group sessions entitled "Learning Circles" will be held, each with a head coach and a maximum of 6 participants.
- Participants are expected to devote approximately 10 hours per week to work outside of class.
- The program ends with an oral and a written exam.





# OUR ALUMNI ARE COMPANY LEADERS:



# LET'S COLLABORATE

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