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International Association of Coaching Institutes ICI: www.Coaching-Institutes.net

ICI Standards & Curriculum for: ICI accredited "Coaching Skills in Vocational Training and Education ICI"

The qualification for "Coaching Skills in Vocational Training and Education, ICI" is accredited by the ICI. The member of the ICI institute: BES-Institute, with its "Coach Master Trainer, ICI": Andrea Mills, who developed the curriculum, have the right to seal the certificates of this certification course with an ICI seal. If you have any questions, please contact BES-Institutes, our ICI member directly.

Training Program:

| Certification Blended (learning and online/face-to-face) | | Hours |
|---|--|-----------|
| Type | Self-Study | 15 |
| Self-study | Material and Script along with tasks | 10 |
| Practice | Developing a case study and Presentation | 5 |
| | | |
| Type | Online / FACE-TO-FACE | 50 |
| Training | online/face to face training | 40 |
| Practice/ Training | Online sessions with learning partners and presentation and discussion of training content | 5 |
| Evaluation | Group presentation of the developed Training Unit - Feedback | 5 |
| | Content of Hours may vary depending on the Participants needs experience | |
| TOTAL HOURS | | 65 |

Certified training for Vocational Trainers and Educators

In this certificate course, you will learn how to accompany trainees on their vocational journey. Our certificate course supports the learning facilitators in successfully mastering these challenges together with their trainees. They learn practical methods to communicate constructively with their trainees even in the case of conflicts, to avoid misunderstandings and to create a positive learning atmosphere.

Find out more about how to motivate your trainees, optimally encourage them in their learning

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behaviour and support them in their development towards more personal responsibility and self-reflection.

The training offers practice-oriented solutions and modern methods to transform training and educational processes in companies. As learning process facilitators you support young people not only professionally, but also in their social skills and creative abilities. In five practical modules, you will learn how to use targeted communication and effective coaching and NLP methods to encourage your learners to learn independently and grow personally. Control learning processes in a targeted manner to promote the independence of trainees. After successful participation, you will have a certification, which confirms your coaching skills and optimally prepares you for the challenges of modern vocational training.

Content of Course:

- **Module 1: Professional support for learning processes**

How do people learn? – Basics of learning psychology

- > Learning and sustainability, self-control in the learning process
- > Analyze learning behavior and recognize individual learning types
- > Identifying, understanding and dissolving learning resistance
- > What learning techniques and methods are there?
- > New findings from neuroscience
- > Basics of professional communication with trainees
- > Communication models and techniques (e.g. neurolinguistic psychology)
- > Body language – understanding non-verbal signals and using them positively
- > Trust and sympathy: Convey learning content on the same wavelength with rapport

Module 2: Understanding motivation and increasing motivation

What drives trainees?

- > Extrinsic and intrinsic motivation, individual drivers in the learning process
- > The hierarchy of needs according to A. Maslow and its significance for learning
- > Dealing with Demotivation & Learning Blocks: Recognizing Signs at an Early Stage, Initial Interventions
- > Agree on individual learning goals and make them achievable
- > Strengthening personal responsibility of trainees
- > Correctly apply learning objective areas, basic didactic rules and the taxonomy of learning levels
- > Discovering learning skills and promoting them in a targeted and type-appropriate manner
- > Understanding of the under- and over-demands of trainees
- > The right expectations (underachievement / overachievement)

Module 3: Communication as a motivational tool

How can we promote a willingness to learn and commitment with appreciative communication?

- > Use questioning techniques sensibly (e.g. according to Steve de Chaser, David Grove)
- > Giving and receiving feedback: Using criticism, praise and recognition as a leadership tool
- > Enabling a change of perspective and strengthening self-reflection
- > "Judging vs. condemning" – correctly assessing and addressing performance
- > The most common assessment errors – and how to avoid them
- > Nonviolent Communication according to Marshall Rosenberg
- > The four steps of NVC in everyday training, practical application in feedback discussions

Module 4: Recognizing Conflicts and Resolving Them Confidently

How can we deal constructively with conflicts in training and avoid dropping out of training?

- > Diversity in the company: avoiding intercultural conflicts
- > Recognizing signs of conflict and problematic behaviors and taking countermeasures
- > Brain-States according to C. Walker: Recognizing and Dissolving Levels of Blockages
- > Professional handling of emotions on both sides, increasing self-competence
- > Together until they drop out of training? The escalation levels according to Friedrich Glasl
- > Basic rules for conflict discussions: Creating a safe framework
- > Spanning the communication triangle, translating accusations into needs and de-escalating
- > The Harvard Model in Practice: Dealing with Difficult Situations and Sensitive Issues
- > Procedure of a conflict discussion, setting the framework and boundaries

Module 5: Vocational coaches as learning process facilitators

How can we make the best use of our knowledge, skills and abilities?

- > Using NLP communication techniques in practice
- > Case studies from everyday training
- > Presentation of the project work
- > Evaluation: consciously shaping one's own impact as a learning process facilitator

Duration:

- 50 hours of online learning and face-to-face learning
- In addition, at least 15 hours of self-study, working groups, literature study and development of project

The aim of this certificate course is for the participants to enable them to professionally assist trainees in the learning process and create a motivating and secure learning situation for their trainees.

Target group:

A minimum of 4 and a maximum of 10 people per group is recommended to ensure group learning possibilities.

The ICI certificate for: " Coaching Skills in Vocational Training and Education ICI " must include:

1. The correct title of qualification: " Coaching Skills in Vocational Training and Education,ICI"
2. Course duration with accurate information regarding training days and hours (at least 60 e-learning and face-to-face/synchronous training)
3. The start and end date of the training.
4. A statement that all ICI guidelines have been met.
5. ICI seal (sticker with ICI logo and stamp number)
6. The signature of the "Coach Master Trainer, ICI"

Qualification Training Content: We recommend listing the full trained principal content and the full number of hours and days of training required for certified coaching qualification on the back of the certificate or on a separately signed document.

The following declaration is optional for an ICI sealed certificate:

"Due to the high quality of this training, it can be recognized as ECTS credit points in academic studies in psychology with a focus on coaching"

For more details, please refer to "ICI Certification Guidelines"

For more information please contact "BES-Institutes, Andrea Mills", by visiting the ICI website: www.coaching-institutes.net