



## **ICI Standards & Curriculum for: “Fundamental Coaching Skills, ICI”**

### **Duration & procedure of the training of: "Fundamental Coaching Skills, ICI"**

- a minimum of 60 hours face to face training in a minimum of 8 days
- a minimum of 6 hours of individual or group supervision and coaching as part of the 60 hours
- plus coachings for colleagues in the training group and coachings by colleagues in the training group
- the written test includes to write a Personal Coaching Concept

### **Training content of: "Fundamental Coaching Skills, ICI"**

- to work ecological within the professional ICI frame of ethics  
e.g. working within the map of reality of the coachee, ethical standards in Coaching, Coach-Coachee contract, stages of coaching
- personal congruence, presence, awareness and state management  
e.g. changing emotional states professionally
- to develop ecological outcome (goals, targeting, self-initiated)  
e.g. SMART (NLP)
- Questioning techniques (incl. gathering information)  
e.g. from a problem frame to an outcome frame, SCORE (NLP)
- Backtrack and Feedback (incl. verbalizing emotional experiences)  
e.g. differentiating clearly between perception and interpretation, free from value judgements
- Empathy and flexibility  
e.g. 1.2.3. position (NLP)
- to distinguish between analogue (body language) and digital communication  
e.g. working professionally with incongruencies
- to use body language consciously and outcome orientated  
e.g. Rapport (NLP)
- self-consciousness of the role of a professional coach  
e.g. inner sponsorship (Dilts), critical self-reflection

### **Core competencies trained in: “Fundamental coaching skills, ICI”**

- to be sensitive about ethics and ecology issues
- being aware of his emotional state and able to change it flexible according to what's needed
- to define outcomes well formed especially regarding what the coachee can reach himself without help or special conditions from outside (self-initiation)

- to know when, how and why he uses a questioning technique, backtrack or feedback
- to be able to differentiate clearly between perception and interpretation especially when giving feedback
- to be able a) to differentiate clearly between the perceptual positions of the coachee himself, of someone who interact with him and of someone who observes an interaction from outside, b) to demonstrate the ability to change adequately between this three perceptual positions, c) to align these three perceptual positions
- to recognize and to use analogue (body language) and digital communication on purpose

**The ICI certificate for: "Fundamental Coaching Skills, ICI" must include the following:**

1. the correct title of the qualification: "Fundamental Coaching Skills, ICI"
2. the duration of the face to face training with precise information regarding training days and hours (at least 60 hours in 8 days)
3. the date of the first and last day of the training
4. a statement that all ICI guidelines have been met
5. the ICI seal (sticker with ICI logo and seal number)
6. the signature of the "Coach Master Trainer, ICI"

**Training content for the qualification:** We highly recommend to list the complete trained main content and the complete amount of training hours and days that is needed for the certified qualification in Coaching on the backside of the certificate or on a separate signed document.

**The following statement is optional for an ICI sealed certificate:**

"Because of the high quality of this training it may be recognized as ECTS credit points in academic studies in psychology with a focus on Coaching."

**More details:** A training hour has 60 minutes. Brakes longer than 30 minutes are not counted as training time. A training group has at least 6 participants (counted without assistants or „Coach Master Trainer, ICI“). We highly recommend assistants for trainings bigger than 10 participants. An ICI certification training with ICI sealed certificates (sticker with ICI logo and seal number) has to be conducted at least 80% of the time by an approved "Coach Master Trainer, ICI". The remaining up to 20% of the training can be conducted under his supervision and responsibility. For the list of appointed "Coach Master Trainer, ICI" please see: [www.coaching-institutes.net/show/seal.php](http://www.coaching-institutes.net/show/seal.php)

**For more details please see:** <https://www.coaching-institutes.net/pdf/en/guidelines.pdf>