

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: **1-213-289-5050** Conference ID: **1962426#**

Hello Coaches!

This document is both Course Syllabus and a Checklist to keep track of your completion of assignments. ***Prior to your first class, please listen to the “Requirements for Certification” and “What to Expect” audio recordings.*** These short audio presentations cover many housekeeping items, logistics, and frequently asked questions that will allow our first class experience to focus on the material (instead of logistics or course requirements).

How to use this document as a **Syllabus**:

- Although the workbook may be read straight through, your class will frequently move around in the material based on the topic of each session. You will be guided to the appropriate reading material in preparation for each session. In the early sessions, it will be new material for your thinking. In later sessions, we will guide you to review certain sections to expand your thinking as you move through the process.
- Reading and homework assignments should be completed prior to our phone sessions together.
- Come prepared to share and reflect on what you are learning. The more you share, the more valuable the class time will be for all participating. It is a requirement of certification to actively participate in class every week - with respect to your individual learning style. (We recognize that some of you are simply more extroverted than others.)
- Please be prepared for your Mentor Coaches to call on you in class to answer questions about the material being covered. The reflection of the entire group is important in growth for all!

How to use this document to **Track Coursework Completion**:

- It is not necessary to send your Mentor Coach your actual completed assignments
- Use the syllabus as a checklist, marking off those items you have completed. It is good to feel the accomplishments as you go along!
- At the end of the course, email as a scanned document, the Syllabus (with the checks (X) next to the completed assignments) to your Mentor Coach. As stated in the “Eligibility for Certification” materials, you are required to complete ten (10) of the twelve (12) assignments to complete your certification.

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: 1-213-289-5050 Conference ID: 1962426#

Week One: April 18, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Introduction of *A Simple Coaching Model* and its use in a Human Capital Coaching Environment

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Introduction to the four elements of <i>A Simple Coaching Model</i>	Successful Coaching in the Human Capital Coaching Context	Coaching Demo
Readings: SD: 7 A Simple Coaching Model	Readings: Intro to Human Capital Coaching (Accelerator pgs. 7-10) Lesson 1: Learning Value from the Outside In Lesson 2: Co-Creating the Relationship	

√	Homework
	Read and complete SD (Supporting Document): 23 – Smart Goals

Week Two: April 25, 2013

Facilitator: Marguerite Ham

Learning Objectives: Introduction to Step 1 of *A Simple Coaching Model* (Clarifying the Agenda) and Coaching from the Center

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Introduction to Step 1 in <i>A Simple Coaching Model</i> : Clarifying the Agenda	Successful Coaching in the Human Capital Coaching Context	Asking Agenda Clarifying Questions: Greeting and the “Ask”
Readings: SD: 7 Lesson 7: Delivering Powerful Questions Lesson 12: The Client’s Agenda	Readings: Intro to Human Capital Coaching (pg 9-10, 13-28) SD:5 The Picture of Your Human Capital Coaching Practice	

√	Homework
	Begin drafting “ <i>The Picture of Your Human Capital Practice</i> ” document. This will (most likely) change as you move through the course.
	Ask yourself: What makes me who I am? Make a list of your unique skills, talents, passion, expertise, traits and areas where you are growing and learning. Discuss this with your buddy and save it to assist in preparing your “Undeniable Benefit Statement” later in the course.

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: 1-213-289-5050 Conference ID: 1962426#

Week Three: May 2, 2013

Facilitator: Marguerite Ham

Learning Objectives: Introduction to Steps 2&3 of *A Simple Coaching Model* (Seize the Coachable Moment, Invite the Shift) and Beginning to think about Positioning Yourself in the Organization – “A Picture of Your Practice”

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Introduction to Steps 2&3: Seize the Coachable Moment, Invite the Shift in <i>A Simple Coaching Model</i>	Successful Coaching in the Human Capital Coaching Environment	Debrief the Coaching Session Transcript
Readings: SD: 5, Lessons 7 & 12 Lesson 13: Seizing the Coachable Moment SD: 35 Open Ended Questions SD: 37 Six Keys to Powerful Questions	Readings: SD:7 SD: 11 Human Capital Coaching Introduction Packet	SD:51 Coaching Session Transcript

√	Homework
	Reflect on how you will develop the policy and procedures for your Human Capital Coaching practice. This will assist you later in thinking through your approach to a drafting your “The Picture of Your Human Capital Coaching Practice” document.

Week Four: May 9, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Introduction to Step 4 of *A Simple Coaching Model* (Frame the Masterpiece); Continued discussion around positioning yourself in the organization.

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Introduction to Steps 4: Frame the Masterpiece	Contextual Framework Beginning to Set the Stage in the Organization	Coach the Session Practice Session Facilitator/Participant
Readings: SD: 5, 35, 37; Lessons 7, 12 & 13 Lesson 6: Tuning In Lesson 8: Responding Intuitively	Readings: Lesson 3: Contextual Coaching	SD: 7

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: 1-213-289-5050 Conference ID: 1962426#

√	Homework
	Review your SMART Goals. Update them, noting what you accomplished and review with your class buddy.

Week Five: May 16, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Reflecting on learning to trust our intuition – “Coaching as an Art”

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Introduction to “Coaching as an Art”, trusting our intuition	Listening to the Organization – Understanding the Contextual Framework	Practice Coaching Sessions
Readings: Lesson 8 Lesson 11: Artful Coaching SD:39 Achieving Balance	Readings: Lesson 3 Lesson 4: Setting Context – The Work of the Coach/The Work of the Client	SD:7

√	Homework
	Complete two practice sessions. Focus on Clarifying the Agenda. Remember to record the sessions on your Reporting Form.

Week Six: May 23, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Continuing practice with *A Simple Coaching Model*; Reflecting on progress with the model; Preparing to let the organization know what you are doing.

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Reflective Questions on the Practice: Clarifying the Agenda	Letting the Organization Know What You are Doing: The UB (Undeniable Benefit) Statement The Elevator Speech	Practice Coaching Sessions
Readings: SD:7 Lesson 12	Readings: SD 11 SD: 17 Your Undeniable Benefit Statement SD: 27 Your 30-Second Intro: The Proverbial Elevator Speech	SD:7

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: 1-213-289-5050 Conference ID: 1962426#

√	Homework
	Draft your Undeniable Benefit Statement and 30-Second Elevator Speech. Review with your buddy.
	Complete two practice sessions. Focus on Seizing the Coachable Moment with your client. Remember to record the sessions on your Reporting Form.

Week Seven: May 30, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Continuing practice with *A Simple Coaching Model*; Reflecting on progress with the model; Setting the Stage in the organization.

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Reflective Questions on the Practice: Seizing the Coachable Moment	Letting the Organization Know What You are Doing: Removing Leader Anxiety Active Practice	Practice Coaching Sessions
Readings: SD:7 Lesson 13	Readings: SD: 11, 17, 27 SD:55 Setting the Stage for Internal Coaching	SD:7

√	Homework
	Keeping working on your Undeniable Benefit Statement and 30-Second Elevator Speech. Review with your buddy.
	Complete two practice sessions. Focus on Inviting the Shift with your client. Remember to record the sessions on your Reporting Form.
	Reflect on the items described in SD:55. Make notes on how you would craft a communication regarding your Human Capital Coaching practice in the organization. Discuss your initial thoughts with your buddy.

Week Eight: June 6, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Continuing practice with *A Simple Coaching Model*; Reflecting on progress with the model; Practice with communication in the organization

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Reflective Questions on the Practice: Inviting the Shift	Letting the Organization Know What You are Doing: Practice with UB Statements and 30-Second Elevator Speeches Active Practice	Review of UB Statements Practice Coaching Sessions
Readings:	Readings:	SD: 7

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: 1-213-289-5050 Conference ID: 1962426#

SD: 7 Lesson 13	SD: 11, 17, 27,55 Lesson 10: Developing Strong Support Systems/What You Need to Be an Effective Inside Coach	SD: 17 SD: 27
--------------------	---	------------------

√	Homework
	Complete a final draft of your Undeniable Benefit Statement and 30-Second Elevator Speech. Review with your buddy.
	Complete two practice sessions. Focus on Framing the Masterpiece with your client. Remember to record the sessions on your Reporting Form.
	Reflect on the items described in SD: 55. Make notes on how you would craft a communication regarding your Human Capital Coaching practice in the organization. Discuss your thoughts with your buddy.

Week Nine: June 13, 2013

Facilitator: Marguerite Ham

Learning Objectives: Continuing practice with *A Simple Coaching Model*; Reflecting on progress with the model; Integrating Human Capital Coaching into OD Practice in the organization

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Reflective Questions on the Practice: Framing the Masterpiece	Integrating Human Capital Coaching and OD Practices The Use of Assessments in Human Capital Coaching	Practice Coaching Sessions
Readings: SD:7	Readings: SD: 11, 55 Lesson 9: The Use of Assessments in Human Capital Coaching	

√	Homework
	Complete two practice sessions. Focus on making smooth transitions in using the model. Remember to record the sessions on your Reporting Form.
	Keep working on the draft of your internal communication plan based on items described in SD:55. Discuss with your buddy.

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: 1-213-289-5050 Conference ID: 1962426#

Week Ten: July 11, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Continuing practice with *A Simple Coaching Model*; Reflecting on progress with the model; Integrating Human Capital Coaching into OD Practice in the organization

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Reflective Questions on the Practice: Framing the Masterpiece	Integrating Human Capital Coaching and OD Practices Understanding Organization Design	Practice Coaching Sessions
Readings: SD:7	Readings: SD: 11, 55 Lesson 5: Understanding Organization Design	Readings: SD:7

√	Homework
	Complete two practice sessions. Remember to record the sessions on your Reporting Form.

Week Eleven: July 18, 2013

Facilitator: Sandi Cardillo

Learning Objectives: Continuing practice with *A Simple Coaching Model*; Reflecting on progress with the model; Integrating Human Capital Coaching into OD Practice in the organization

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Reflective Questions on the Practice: Intuition and the Art of Coaching Learning to Trust	Integrating Human Capital Coaching and OD Practices Human Capital Coaching – A Discipline for Change Management in the Organization	Practice Coaching Sessions A Discussion of the Elements of Your Internal Plan: Issues, Challenges, Concerns
Readings: SD:7	Readings: SD: 11, 55 Lesson 14: Inviting the Shift and Framing the Masterpiece Lesson 15: 5 Steps to Coaching Organizational Growth and Change: A Human Capital Coaches' Model	Readings: SD:7

√	Homework
---	-----------------

Human Capital Coaching for OD Network

Syllabus and Coursework Documentation

Course Bridge Line Number: 1-213-289-5050 Conference ID: 1962426#

	Complete two practice sessions. Focus on using your intuition and learning to trust. Remember to record the sessions on your Reporting Form.
	Finalize the draft of your internal communication plan based on items described in SD: 55.

Week Twelve: July 25, 2013

Facilitator: Marguerite Ham

Learning Objectives: Continuing practice with *A Simple Coaching Model*; Reflecting on progress with the model; Integrating Human Capital Coaching into OD Practice in the organization

Coaching Focus	Human Capital Coaching Application	In Class Practice and Discussion
Reflective Questions on the Practice: Human Capital Coaching Changing Yourself Changing Your OD Practice	Integrating Human Capital Coaching and OD Practices Human Capital Coaching – A Discipline for Change Management in the Organization Reflections on the Integrated Models	Practice Coaching Sessions
Readings: SD:7	Readings: SD: 11, 55 Lesson 14, 15	Readings: SD:7

√	Homework
	Take some time to think about your approach to your Human Capital Coaching practice. How has it changed you as an OD practitioner? Respect yourself, trust yourself. Be unstoppable.
	Complete two practice sessions. Focus on using your intuition and learning to trust. Remember to record the sessions on your Reporting Form.
	Remember to scan and send a copy of this syllabus with checked off homework items
	Remember to send the list of your non-class practice sessions to Sandi Cardillo.