

Calling the Coach in You

Coaching is both art and science. Professional coaches understand how to communicate with clients in a way that gets real results. An effective coach guides, inspires, and empowers others to help them reach their potential – even if that potential has been hidden.

Make a Difference

We all *hear* what others say, but professional coaches know how to actively listen to every client, searching to identify barriers that hinder their success, and helping them find practical solutions and strategies to put obstacles behind them. By building on the client's natural creativity and resourcefulness, the coach seeks to support and encourage that individual to pursue paths that show the most promise.

Coaching is a rewarding career that often leads to ongoing partnerships that help clients find the enrichment that has eluded them – and enhance the quality of their personal and professional lives.

"We want to do everything we can, not only to retain our people, but to also develop them. The best return on investment to retaining employees is to provide coaching for their development. Our return on investment in talented employees through effective coaching is a requirement today. You can't have too many effective coaches on your team."

— Craig R. Stauffer, Director, Human Resources
Quest Diagnostics, Pittsburgh Business Unit

Is Coaching for You?

The Professional Coach Certification Program is designed in partnership with the International Coach Federation (ICF) for:

- **managers and professionals** hoping to enhance their innate coaching skills to fundamentally improve their organization's talent retention and relationship with employees
- **internal trainers and organizational development professionals** charged with training other managers and sharing their coaching expertise
- **near-retirees** seeking a new and rewarding career they can pursue independently for many years to come
- **practicing coaches** who want to earn ICF certification or to take their career to a higher level

"The combination of a highly professional approach, experienced and committed faculty, extensive practicing and supervision, together with practical tools for opening a coaching business brings me to highly recommend this program for individuals who want a comprehensive coaching training which is given in a supportive and sensitive manner."

— Michal Nachmany, VP of Human Resources and an international student from Israel

The Duquesne University Professional Coach Certification Program

Duquesne University's School of Leadership and Professional Advancement has partnered with the International Coach Federation (ICF), the largest association of professional coaches, for this exciting program — the only one in Pennsylvania affiliated with the ICF.

About the Coaching Profession

Coaching is a growing career field. In 1998, when the profession was in its infancy, the ICF had fewer than 2,000 members, but a decade later its membership exceeds 13,000 coaches representing over 90 countries. And as the profession grows in size, so does its stature.

In a corporate setting, coaching is an essential executive skill that is recognized as one of the fundamental competencies that top leaders need to manage effectively. Coaching skills are key in today's multicultural and multigenerational organizations.

Coaches establishing a private practice help clients recognize the barriers to their success and help them to systematically surmount them. Whether the specialty is executive, health and fitness, time management, nonprofit, emotional intelligence, personal finance or other developmental areas, a certified coach can make a big difference in someone's life. And in return, the coach receives financial compensation and enormous satisfaction. It's a rewarding collaboration for client and coach alike.



What Can You Expect?

Participants who successfully complete this program are eligible for ACC and PCC certification (Associate Certified Coach and Professional Certified Coach as defined by the International Coach Federation) and can immediately begin a coaching practice.

You will learn how to coach people within your organization (internal coaching) or set up a private practice to help individuals seeking guidance (external coaching). In this program, you will learn:

- cutting-edge processes for recognizing an individual's strengths and values
- tools for helping clients make successful transitions in the workplace and in life
- multidisciplinary coaching tools (drawing from the behavioral sciences, adult learning and development, counseling psychology and management)
- a process for evaluating your own self awareness, self knowledge and development

Program Format

ACC and PCC certification requires a minimum of 125 hours of instruction.

The program more than meets this requirement by offering the following:

- Foundations of Coaching Training that focuses on the ICF Core Competencies, the coaching model, turning your vision into action, and both holistic and business related coaching topics
- Choice of up to two 15-hour electives that could include topics such as team coaching and coaching in multicultural and multigenerational environments
- Field work that consists of peer coaching, supervised coaching observations and mentoring, and portfolio development
- Capstone or integration event that includes portfolio presentation, in-depth coaching practice with mentor coaches and faculty, oral and written exam and celebration

"I have commuted from Texas to participate in the on-campus sessions. A large percentage of the cohort can also be taken remotely via telecommuting. While I hesitate to monetize the value of this program and what it has done for me both personally and professionally, it has been worth every dime! This program is amazing."

— Matthew Spilman, Founder, Solare Coaching Systems

What is ICF Certification?

The International Coach Federation (ICF) is the foremost accrediting body and professional networking organization for career coaches. It is the largest worldwide resource for business and personal coaches, and the source for those who are seeking a coach. The ICF is a nonprofit, individual membership organization formed by professionals worldwide who practice business and personal coaching.

Participants who successfully complete this program are eligible to become an ACC or PCC coach,

depending on how many coaching clients and logged coaching time they have accumulated.

For details concerning the specific training and coaching experience requirements for these credentials, please visit the program website: www.duq.edu/coaching.

Are You Already a Coach?

If you are pursuing advanced or renewed certification, please visit www.duq.edu/coaching for specific information about furthering your coaching career.

"I can't imagine a more satisfying career than helping people bring their dreams and vision to life. It's the heart of coaching and the reason our profession continues to grow so remarkably. There was never a better time to make a difference in the lives of others."

— Phil Sandahl, Co-author of *Co-Active Coaching: New skills for coaching people toward success in work and life*



You May Want to Know...

How long is the program?

This program includes six to seven weekend classes (conducted Friday evening and all day Saturday) in campus classrooms or via videoconferences. The remaining classes are taught through online modules, teleconferences, campus courses and/or interactive online events. Students generally earn their certification nine months to a year after beginning the program, depending on the pace of their field work.

What is the time commitment required for study outside the classroom?

Students will need to do research and writing assignments. In addition, students will work with a mentor coach and enlist several coaching clients for practice coaching assignments.

Why choose Duquesne University's Professional Coach Certification Program over others?

This program provides an opportunity for ICF certification, which is recognized around the world. Instructors are PCC and MCC ICF certified coaches and subject-matter experts.

What's the cost?

Tuition and fees can be found on the website: www.duq.edu/coaching.

What are the admissions requirements?

- Bachelor's degree and/or relevant industry experience
- College transcripts
- Current resume
- Application – available online
- Interview with the Program Director
- Adequate Internet access

Visit www.duq.edu/coaching for a current schedule, faculty bios, application and more.

About Duquesne University

- Founded in 1878, Duquesne University is recognized as **one of the top ten Catholic universities in the U.S.** and has nearly 70,000 active alumni worldwide.
- Duquesne was recently ranked in the **top tier of the *US News & World Report's*** annual ranking of America's Best Colleges.
- The School of Leadership and Professional Advancement was honored with Distinguished Credit Program and Noncredit Program awards and a Creative Use of Technology award from the Association for Continuing Higher Education.

The mission of the School of Leadership and Professional Advancement is to enhance peoples' lives and contribute to society through the delivery of quality educational programs that extend the resources, traditions and values of the University.

Take Action – Advance Your Career

Please contact us at 412.396.5600 or leadership@duq.edu to arrange an appointment to discuss the program and profession with Program Director and Professional Certified Coach, Donna Billings.

