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Coach Certification Frequently Asked Questions

As of 25 June 2024, subject to changes

PROGRAMME/MODULE RELATED

1. Course outline of the four modules

- **Module 1 (16h): Coaching, Plain & Simple (Foundation of Solution-Focused Approach)**
 - i. Programme Objectives:
 1. Understand and develop leadership characteristics that help build high performing teams.
 2. Adopt a Solution-Focussed (SF) mindset to help employees grow and develop.
 3. Uncover the hidden strengths of employees.
 4. Build employee motivation, confidence and competence through performance feedback.
 5. Know how to handle difficult situations - conundrums.
 6. Conduct effective goal setting sessions
 7. Coach for improving job performance
 8. Create an action plan to monitor the use of these skills in the workplace
- **Module 2 (16h): Re-thinking Performance (Advance Solution-Focussed Approach)**
 - i. Programme Objectives:
 1. Strengthen their coaching resources and reflect on what really makes a difference for your clients:
 2. Review progress and discuss successes and challenges
 3. Apply the fundamental ingredients of a successful follow-up meeting
 4. Further develop clients' resources while maintaining trust and intimacy in the conversation
 5. Focus on the nuts and bolts of building a solution, with particular emphasis on the advanced SF techniques.
- **Module 3 (16h): Team Coaching with the Solution Circle**
 - i. Programme Objectives:
 1. Apply the principles of the Solution Circle & Inter-Vision to develop high impact teams
 2. Lead project teams to work consistently in a result oriented fashion right from the start
 3. Leverage organisational change and chaos
 4. Strengthen relationships and minimise performance issues
 5. Enhance communications and achieve life-work balance
 6. Develop the talent of new or seasoned leaders
- **Module 4 (16h): Coaching Masterclass**
 - i. Programme Objectives:
 1. Validate your SF Competencies
 2. Check your Readiness



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3. Prepare for certification submission
4. Additional tips on:
 - a. Starting your coaching practice
 - b. Creating a coaching culture in your organisation
 - c. Further coach development and specialisation areas

2. Does this programme align to CCPC standards?

- Our Coach Certification Programme meets the standards of AC-UK, EMCC, ICF and CCPC. Do note that CCPC will require you to take an additional three modules. Please reach out to us for pricing on this.

3. Between the 'Complete Programme' and 'Essential Programme', what is the difference?

- The complete programme will provide you with all the assistance you need to get certified, including consultations to assist in the completion of the documents/assignments mandatory for submission and assistance in coach matching to meet the 100h coaching experience. Whereas the essentials programme consists of only the 4 modules and mandatory 10h mentor coaching, all other assignments for submission and coaching hours will be for the participant to complete on his own.

4. How transferable are the modules? Can they be supplemented / substituted with parallel modules from other equivalent programmes?

- Unfortunately not as our content is proprietary and builds upon each other. Certification requires one to have a full understanding of the various components of the Solution-Focussed approach which are covered across each of the four modules.

5. If I am unable to attend 1 or 2 modules, is there a make-up session or do I have to wait for the new module dates?

- There are no make-up sessions within a cohort however you will be able to join the next cohort which is usually 6-8 months later.

6. Is it necessary for me to go through the modules consecutively?

- It is recommended that you take the modules in succession as they build upon each other.



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CERTIFICATION RELATED

1. Is this a part-time certification?

- Yes, many of our participants are working full time jobs while taking on this certification.

2. Do you get a Solution-Focussed certificate?

- Yes, at the end of the four modules

3. What paperwork is required for submission of coaching logs

- A coaching log template will be provided to all participants
- No personal or private information of coachees or coaching conversations is required for submission

4. AC-UK Application

Milestones for AC-UK Accreditation	
1.	Completed Coach Training
2.	Coaching Experience Log
3.	Personal Coaching Approach
4.	Coaching Case Study + Gain permission from client
5.	Coaching Standards and Ethics – Ethical Dilemma Q&A
6.	Coach Fitness to Practise + gain permission from client
7.	Client reference(s)
8.	Supervision reference
9.	Coach CPD (Continuing Professional Development) and evidence
10.	Coach Self-Assessment and Coaching Development Plan



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FINANCE/ADMIN RELATED

1. What is the billing entity

- Billing will come from ROHEI Corporation Pte Ltd

2. How many trainers per class

- 2 trainers

3. Minimum and maximum cohort size

- 15-18 participants

4. Can this programme be used to claim for income tax relief?

- Please refer to IRAS' website for more information on this:
<https://www.iras.gov.sg/taxes/individual-income-tax/basics-of-individual-income-tax/tax-reliefs-rebates-and-deductions/tax-reliefs/course-fees-relief>

5. Can I pay for the module one at a time?

- Yes, we invoice in 4 instalments, once before each module

6. Is this programme SSG funding?

- It is not currently funded
- We are exploring funding for cohorts second half of 2025 onwards