



# The Complete Clean Coaching Online Training Programme



Sept 2020 to December 2021

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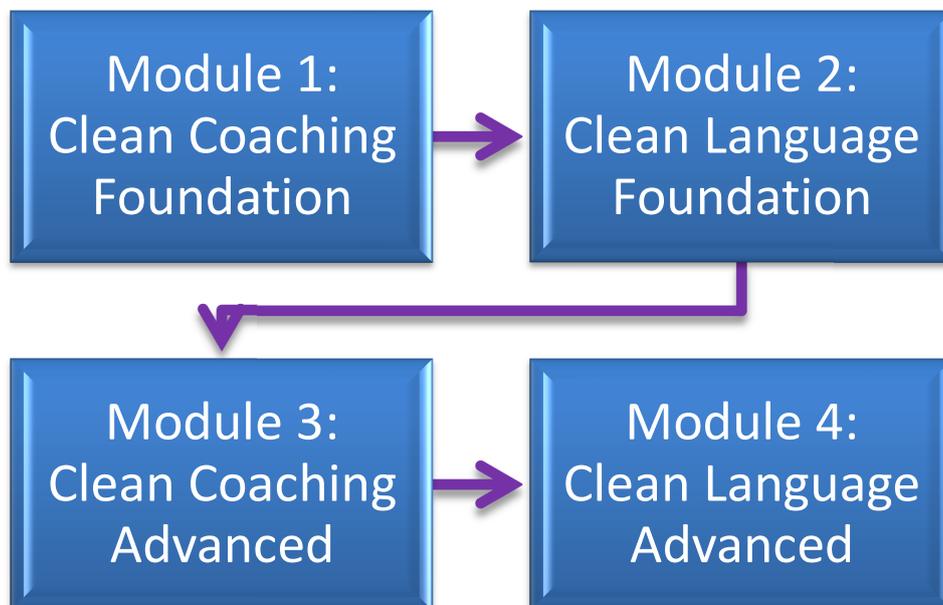
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# The Clean Coaching Online Training Programme

## Complete Overview

Clean Coaching provides a different, simple yet highly effective approach to one-to-one facilitation. It is a style, strategy and set of techniques that help coachees gain insight and make changes through discovering more about their own 'insider' perspective: of themselves and the world around them. Through the use of specifically-phrased, structured coaching questions, the coach's own biased perspectives are stripped from their language, ensuring the coachee's unique personal experience is honoured. With no distraction, the coachee's imagination is free to flourish and new ideas and understandings can emerge.



Our Complete 'Clean Coaching' Online Training Programme consists of FOUR MODULES which enable you to learn at your own pace and at a time that suits you. Whether you want to dip in and develop a fresh approach to your coaching, or dive deep and gain accreditation as a Clean Coach, we have something for you. The arrows above show the typical progression that students follow when learning with us, although each module is designed also to stand alone, so you can choose whichever module best serves your requirements.

\*\*\* For all 2020 dates, please go to page 18 \*\*\*

## **Module One: Clean Coaching Foundation**

**(Six week's duration with four live classes. 12 hours CPD)**

**We suggest you start learning here!** Suitable for those with absolutely no coaching or Clean Language training, but also for those more experienced wanting to gain a fresh and original approach to coaching developed by the creator of Clean Language himself, David Grove. It provides simple frameworks and useful guides that you can put into immediate practice within your coaching. It incorporates the basics of Clean Language, Clean Space and Grove's 'Emergent Knowledge' theory of change. It is also the place to start if you wish to become accredited with us as a 'Clean Coach'.

**What you will gain:** The confidence and know-how to facilitate clients to make transformational changes using core 'Clean' principles and techniques.

## **Module Two: Clean Language Foundation**

**(Six week's duration with four live classes. 12 hours CPD)**

**This module is suitable for experienced coaches** who are interested in learning Clean Language to incorporate into their own coaching frameworks. The course emphasises the value of working with client's self-generated metaphors as a creative approach.

**What you will gain:** An understanding of how to enter a client's inner world through metaphors & help them explore issues & reach solutions from a deeper source of knowledge.

## **Module Three: Clean Coaching Advanced**

**(Twelve week's duration with eight live classes. 24 hours CPD)**

**This module builds on the 'EK' principles** covered on Module One and provides a variety of tools and techniques to use with coachees depending on their circumstances and preferences. Includes working with paper and the coachee's writing and drawings; working from different directions, exploring boundaries; working with different coachee 'selves'; exploring past, present and future; and much more. This course provides guidance on wider coaching issues like working cleanly across a series of sessions and managing time.

**What you will gain:** Confidence to work with coachees cleanly using a variety of different mediums and techniques, including space; movement; direction; written words and drawings; plus a deeper understanding of Grove's EK concepts.

## **Module Four: Clean Language Advanced**

**(Twelve week's duration with eight live classes, 24 hours CPD)**

**This module goes beyond the basic Clean Language questions and covers advanced concepts** to help you build a strategy for working with your coachee. It covers systems thinking, modelling skills and understanding parts, as well as learning specialist questions to identify scales, perceiver perspectives and giving a voice to personified symbols. Plus, we look at approaches for stuck clients who may have binds and / or blind spots. The course goes beyond a simple 'GROW' approach to coaching, to help coachees when they are not able to articulate a goal and/or carry out actions to make progress.

**What you will gain:** Confidence and competence in using Clean Language in different ways and with challenging clients, plus a deeper understanding of how you can use Clean Language at your very best.

## **How will your learning be structured?**

For Modules One and Two, your learning takes place over a six week period, underpinned with four group online / telephone classes at fortnightly intervals. For Modules Three and Four, each consists of eight classes held over a twelve week period.

Each class will last one hour and 30 minutes and provides an interactive learning experience within a small group (maximum number of participants is 8). Classes provide an opportunity to share feedback, ask questions, listen to demonstrations and receive tuition.

Although best to attend the classes live, all classes are recorded so if you are unable to attend you will receive the complete recording by email afterwards. We will also provide occasional 'catch up' calls for those who have missed classes.

A core aspect of the learning is the encouragement collaborative learning. You will be given ample opportunity to work together with classmates. You will be paired for practice with a different classmate after every class, and encouraged to record those sessions for review. Full instructions / options on how to record your sessions will be given. Every other practice session will be reviewed, and Angela will give each participant individual, written feedback on those practice sessions. You will also be encouraged to support each other and provide Clean feedback to your practice partners to help them develop further. The practice sessions are complemented by a set of short, homework assignments.

As well as group classes and paired practice, you will also have individual study material to help support your learning, including short assignments, recorded demonstrations and reading materials and a wealth of additional, optional learning resources.

The learning is geared to help you develop greater self-awareness by encouraging you to reflect on your own learning after each class and practice session. One way we do this is to encourage you to listen to your own recorded practice and notice what you did well and what you would do differently next time. In addition, each class begins with every student sharing their reflections on what they have learnt over the time since the previous class and how they are putting their learning into practice.

Your tutor Angela is only an email away and you are able to raise any questions or comments at any time and receive personal feedback.

## **Learner Inclusivity and Accessibility**

We support the needs of diverse people and groups, and can accommodate a range of different special requests and challenges. We invite you to let us know of any special requirements you have when you book your training with us and we will consider how best we can adapt our standard programme to suit. This could mean, for example:

- Supporting you in the use of the technology, eg Go to Meeting, Zoom, Recording practice sessions etc
- Providing training materials in advance to be reproduced in Braille
- Offering alternative exercises and practice arrangements that suit your needs

### **Class Delivery**

Our modules are available in multiple formats and methods to aid all types of learner.

Our open programme classes are delivered through a flexible webinar service called “Go to Meeting”. Similar to Skype, this service offers a completely flexible way for you to join the classes depending on your location, circumstances and requirement.

### **Internet Access**

With a computer that has reliable broadband connection and a working headset, you can participate the classes from anywhere in the world incurring no additional telephone fees. Computer access will enable you to immerse yourself in the classes more completely through the accompanying visual aids and webcam access.

If you are a beginner to this kind of technology we can provide step-by-step instructions to help you get connected, check your audio settings and explain how to use the various facilities this provides, all at no extra cost.

### **Telephone Access**

We can also provide you with a standard landline telephone number which will connect you to the same class, for the audio element only. This offers a useful back-up or alternative depending on your circumstances. Normal call charges will apply and country specific numbers can be provided for many locations, eg UK, USA, Australia and most of Europe.

If you choose this option, you can still connect by computer to see the visual element or the visual component can be sent to you before the class.

### **Listen remotely afterwards**

All classes are recorded as a audio only and video recording, which means you can re-listen to the content whenever you want at a time to suit you. It also means that if you cannot attend a live class, you may still participate by listening and joining in with your personal reflections and questions by email afterwards

### **In-house face-to-face delivery**

We can arrange to deliver all or part of this programme as an in-person event, if you have a team of people requiring the same learning, Please contact us to discuss costs, logistics and timings.

## Where did this programme come from?

This programme was originally developed in 2005, by counselling psychologist David Grove, who created 'Clean Language' as a method for avoiding facilitator bias and working with client-generated metaphors. Clean Coaching, which incorporates 'Emergent Knowledge' was one of Grove's projects later in his life, working in conjunction with performance coach and author Carol Wilson. They worked extensively together to prepare a stand-alone training course that would give coaches key skills and techniques using Clean Language principles and Emergent Knowledge, without prior clinical or therapeutic training. The result was a powerful, easy to learn process for coaches to use safely with their clients, getting to the heart of matter quickly and enabling transformational change without struggle.

Angela Dunbar became lead trainer for the programme in 2007 having previously studied Clean Language and discovered its power. She was fortunate enough to work closely with David Grove over as both client and co-facilitator, before his untimely death in 2008.

## Supporting Improved Leadership Practice

The programme supports improved leadership practice in multiple ways.

- Firstly, for the learner coach, it provides a powerful way of communicating that enables them to truly listen and understand another's viewpoint, developing aspects of their personal leadership style as well as communication tools for leadership. This supports **collaboration** and **authenticity**
- The programme encourages **self awareness**, an important aspect of **authenticity**, by including regular self-reflection exercises, including recording your coaching sessions and reviewing your own strengths and areas for improvement
- For the coachee who benefits from Clean Coaching, they can develop their self-leadership and leadership of others through receiving effective non-directive and client-focused coaching. This supports **achievement** and **ownership**
- Clean Coaching taps into the coachee's imagination and harnesses their inner wisdom, encouraging **creativity** – an important aspect of **vision** and a vital quality for leaders in the 21<sup>st</sup> Century.
- For the organisations who use accredited trained Clean Coaches, they are encouraging a culture that values listening, asking not telling, and exploring the meaning beneath messages. This is a culture that supports leaders who can inspire others to follow.

Throughout the programme, the training materials and models we use are current, relevant and reflect The Institute of Leadership & Management's values: Authenticity, Vision, Achievement, Ownership and Collaboration.

## What do people say after attending?

See our website [www.cleancoaching.com](http://www.cleancoaching.com) for the latest reviews and comments from attendees. Or visit Angela Dunbar's 'Linked In' page for up to the minute comments, endorsement and recommendations from people you may know: <https://www.linkedin.com/in/angeladunbar/>

Here's a small selection of recent comments:

*"What I initially thought was to become an additional tool to my coaching toolbox, I sense Clean Coaching might become much more than that as it fits quite snugly with the approach and own style of my general focus on Life, Leadership & Team Coaching centred around Emotional Intelligence. This Clean Coaching Module was absolutely brilliantly modelled and delivered by Angela. Thank You!" JK, May 2019*

*"An excellent, thorough and comprehensive way to learn clean" RW Nov 2019*

*"I thoroughly enjoyed the course. The combination of online sessions, practice in between, reading and written reflection was perfect for me. Thank you Angela – it's been a great beginning to a journey to deepen, broaden and heighten my clean learning!" – Alison Rendle, Leadership Coach March 2018*

*"...last but not least, I also wanted to express as a final word is a profound and heartfelt "thank you" to you, Angela. I loved the course, and cherish my deeper awareness regarding the importance and the impact of clean language and I'm so impressed by your leading the webinar in terms of inspiration, clarity, eloquence, bringing spontaneous examples and picking up on what participants said earlier in order to build and finish off the arc of a session. Just wonderful and I can truly say that this is the best online course I've been on so far..." 24th May 2017 Karen Nanninga, Coach*

*"It's been an incredible journey learning from you - your passion for Clean, your knowledge and wisdom, your generosity, and the incredible quality of your courses and course materials have always inspired and motivated me. You are my model for coaching and training done right...." 31st May 2017 Gavin Kirk, Coach*

*"I just wanted to drop you an e-mail to say how much I gained from the module. I found it extremely informative and the practical application sessions have proved invaluable. It has most definitely helped me to embed clean techniques in my own coaching sessions and the results have proved very effective." 22nd April 2016. MW, Learning & Development Manager, Oxleas NHS Foundation Trust.*

# **Module One: Clean Coaching Foundation**

## **“Gaining Insight through Movement”**

**(Six week’s duration with four live classes. Total 12 hours CPD)**



We suggest you start learning here! Suitable for those with absolutely no coaching or Clean Language training, but also for those more experienced wanting to gain a fresh and original approach to coaching developed by the creator of Clean Language himself, David Grove. It provides simple frameworks and useful guides that you can put into immediate practice within your coaching. It incorporates the basics of Clean Language, Clean Space and Grove’s ‘Emergent Knowledge’ theory of change. It is also the place to start if you wish to become accredited with us as a ‘Clean Coach’. Please go to page 19 for more on accreditation.

### **What you will gain:**

The confidence and know-how to facilitate clients to make transformational changes using core ‘Clean’ principles and techniques.

### **What this course will cover:**

During this module you will learn all you need to work cleanly with a coachee throughout a complete coaching session. We will cover:

- How to explain Clean Coaching to a potential client so as to arouse curiosity and set appropriate and realistic expectations.
- How to ask Clean questions so they land deep – covering pace, pauses, tone and emphasis.

- How to start a Clean Coaching session, quickly clarifying both the coachee's outcome and current situation using visual, verbal & spatial representation.
- Enabling the coachee to construct a powerful 3 dimensional 'map' of their situation that they can physically move in and around, gaining new perspectives and trying new positions that stimulate mental reframing and encourage creative insights to emerge.
- Grove's theory of people change: 'The Six Steps to Freedom' concept – incorporating networking theory, systems thinking and the power of iteration.
- A step by step process to facilitate change: 'Clean Networks' – easy to implement and practical in almost all kinds of coaching situations, the process can be adapted for groups as well as individuals and offers a flexible, creative way to work with all kinds of people on any kind of outcome.
- Clean action planning – how to end a Clean Coaching session with extremely clear and defined action steps, that the coachee creates for themselves, takes complete ownership of and is highly motivated to follow through on.
- The qualities required for working Cleanly as a coach – and how to foster them in yourself

### **How your learning is supported:**

- Four online classes of 1.5 hour's duration each (6 hours facilitator-led learning in total)
- Audio recordings of classes as required
- Audio recordings of exercise demonstrations (some with David Grove himself)
- Written transcripts of exercise demonstrations
- Comprehensive reading material including a 21 page workshop manual
- Written assignments
- Collaborative learning is encouraged through supervised, recorded practice sessions with a partner followed by:
- Personalized, detailed one-to-one feedback from your programme director
- A total of **12 hours supervised learning activity** (6 hours are self-directed learning) plus further optional individual activity

### **Learning Outcomes**

#### ***By the end of the course you will be able to:***

- Be able to facilitate a Clean Start to begin a coaching session cleanly and provide the coachee with an opportunity to explore their understanding of their goal
- Know how to deliver Clean Questions with the correct pace, pausing and intonation
- Facilitate a coachee using movement and space, with a choice of two alternative Clean processes
- Be able to end sessions cleanly and help the coachee to create an action plan which they clearly understand how they will do things and when they will do things

**Module Two: Clean Language Foundation**  
**“Exploring Metaphors with Clean Language”**  
(Six week’s duration with four live classes. Total 12.5 hours CPD)



This module is suitable for experienced coaches interested in learning Clean Language to incorporate into their own coaching frameworks. The course emphasises the value of working with client’s self-generated metaphors as a creative approach. Some coaches may wish to start learning at Module 2 and return to Module 1 at a later stage if they decide to continue learning Clean Coaching and apply for accreditation.

**What you will gain:**

An understanding of how to enter a client’s inner world through metaphors & help them explore issues & reach solutions from a deeper source of knowledge

**What this course will cover:**

- How metaphors reveal the structure of our thinking
- Increasing your awareness of metaphoric language
- What is 'Clean' and how it can impact on a client's ability to change
- Demonstrations of Clean Language in a coaching context
- Using Clean Language questions to focus attention
- Using Clean Language to help develop a positive state into a metaphor
- Delivering the questions with full syntax
- The importance of vocal tone and pacing
- Using Clean Language questions to expand attention
- Structuring the questions into a process for coaching

- The 'PRO' Model to help stay on track and move towards what the coachee wants more of
- The Practice sessions
  - These will take place after each class, as a recorded teleconference call, allowing the participants an opportunity to practice the skills they have learned. Your tutor will listen to **two** complete recorded sessions and give you individual, personalized feedback in writing on how your skills are developing.
- Assignments:
  - "Spotting Metaphors" – a demo session and transcript to review
  - Listening and analyzing your own recorded practice
  - Reviewing a second demo and transcript and identify additional choice points for 'Expanding Attention' questions
  - Understanding the key attitudes and beliefs required

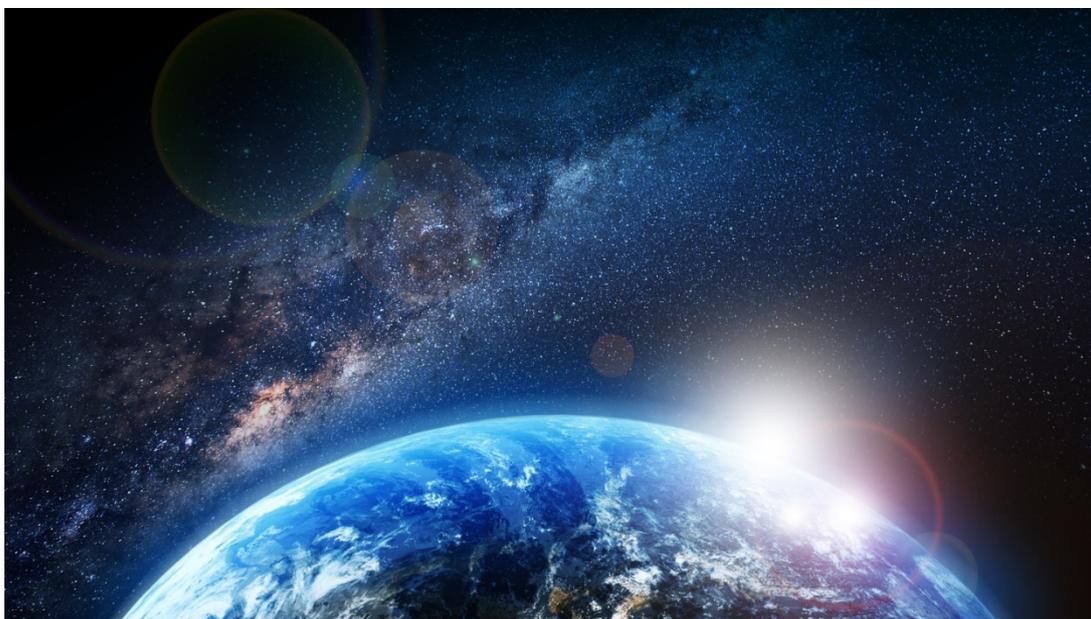
### **By the end of the workshop, you will be able to:**

- Explore coachees' issues using metaphor
- Understand the power of metaphor and the language required to use it effectively
- Understand the principles of "Clean" and apply this to any non-directive form of coaching
- Identify solution focused metaphors as opposed to metaphors of the problem
- Enable a coachee to focus attention on the solution and away from the problem
- Learn 13 basic 'Clean Language' questions which will least influence the coachee's perception and lead to enhanced self-reflection and exploration
- Be able to use Clean Language to define outcomes, understand barriers, identify resources and help the coachee make transformational changes

### **How your learning is supported:**

- Four online (or telephone) classes of one hour and a half hour's duration
- Classes normally run at alternative times – early and late options to suit different time zones
- A total of 6 hours interactive, tutor-led in groups of no more than 8 participants
- Access to audio recordings of each class + accompanying visual aid material for each class
- Audio recordings of exercise demonstrations
- Written transcripts of exercise demonstrations
- Comprehensive reading material including a 21 page workshop manual
- Written assignments
- Supervised, recorded practice sessions with a partner followed by:
- Personalized, detailed one-to-one feedback from your programme director
- Access to a final recorded class to refresh and consolidate all the learning from this module
- A total of **12 hours supervised learning activity** plus further optional individual activity

**Module Three: Clean Coaching Advanced**  
**“Gaining Insight from New Perspectives”**  
(Twelve week’s duration with eight live classes. 24 hours CPD)



This module builds on the ‘EK’ principles covered on Module One and provides a variety of tools and techniques created by David Grove and Carol Wilson, to use with coachees depending on their circumstances and preferences. Includes working with paper and the coachee’s writing and drawings, working from different directions, exploring boundaries, working with different coachee ‘selves’, body ‘parts’, exploring past, present and future, and much more. This course also provides guidance on wider coaching issues like working cleanly across a series of sessions and managing time.

**What you will gain:**

You will gain the confidence to work with coachees cleanly using a variety of different mediums and techniques. This includes space, movement, direction, written words and drawings. Plus, you will get a deeper understanding of Grove’s EK concepts.

**What this course will cover:**

- **Clean Hieroglyphics:** This rich and expansive process involves working with the client and paper. You will learn how the words the client writes down can become keys to unlock new insights, and that the words may be just one small part of the story, and how you can quickly help the coachee to get at the whole story, what came before and what came after. The letters, like hieroglyphics, are also symbols that contain a hidden meaning that can be revealed through a certain question process.
- **Clean Spinning:** This simple and flexible process enables the coachee to take explore different perspectives when there is limited space, or when the goal is unclear or when they wish to stay in one place. An excellent process to build in Clean Language metaphor exploration too.

- **Clean Boundaries:** An excellent follow up process to expand attention following a basic exploration. We also look at the boundary around the coachee's small world, what the qualities of that boundary are and how the coachee can experience 'going beyond' that and further boundaries, going on a journey of discovery, to ultimately return to their start point with a re-scaled view of the world and their goal, issues and self-image. Can be used for exploring relations and as a process for coach supervision and exploring boundaries in the coach/client relationship.
- **Clean Pronouns:** An exercise that begins with the coachee drawing a 'map' of their body and then marking on it where various parts of themselves are. In this way we help the coachee to explore their "I", their "me" their "myself" and the "you" that others refer to them as. This is an incredible exercise to help a coachee recognize different parts of themselves that may each want different outcomes, and how all these parts work together as a 'system'. You will also learn how to integrate previously learned techniques with this, enabling you to help expand the coachee's understanding and shift perspective.
- **The "Senses Census":** An eight page questionnaire to help support your coachee before, between and after sessions. Within these pages are a whole wealth of questions that can also be used face to face and will give you an abundance of extra ways of working should you ever feel you need more choices with the EK framework. We will explore these questions and discover which are most useful to you.
- **Clean Time:** You will also learn a process 'Clean Time' which helps a client lay out in space their relationship with the past, present and future, This adaptable process can be used as review exercise after a series of coaching sessions, or as an information gathering process right at the start.
- **Clean 'Aid':** Dealing with a distressed coachee
- On the final class we will also look at how you can work cleanly within an overall framework, over a series of coaching sessions.

### **Includes:**

- Eight online classes of 1.5 hours duration each (Total 12 hours of facilitator-led learning)
- Audio recordings of David Grove's demos + explanatory transcripts
- Comprehensive workshop notes
- Supervised, recorded practice sessions with one-to-one feedback
- A total of **24 hours supervised learning activity** (12 hours is self-directed) plus further optional individual activity

### **You will gain:**

- A thorough understanding of all the processes described above, through demo sessions, explanations, discussion and supervised practice
- A greater understanding of the science behind Grove's ideas and concepts
- Deeper confidence to use Clean techniques with a wider range of clients in different circumstances and at different stages of the coaching assignment

## Module Four: Clean Language Advanced

### “Connecting and Expanding with Confidence” (Twelve week’s duration with eight live classes, 24 hours CPD)



This module goes beyond the basic Clean Language questions and covers advanced concepts to help you build a strategy for working with your coachee. The course goes beyond a simple ‘GROW’ approach to coaching and covers three core methodologies that offer a clearer lens through which to understand your client, their issues and aims. Those are systems thinking, modelling skills and understanding parts. You will also learn specialist questions to identify scales, perceiver perspectives and to give a voice to personified symbols. It also covers approaches for stuck clients who may have binds and / or blind spots and are unable to articulate a goal and/or carry out actions to make progress.

#### **What you will gain:**

An understanding of how to think systemically about your coachee’s inner world and build your own model of what’s happening for them.

The ability to Clean Language in a structured, yet flexible way to focus and expand your coachee’s attention, bringing about positive, sustained changes for the client

Confidence and competence in using Clean Language in different ways and with challenging clients, plus a deeper understanding of how you personally use Clean Language at your very best

#### **What this course will cover:**

- Recap Model One – Starting, Developing Metaphors, Exploring Conditions and Actions, Finishing off
- The Symbolic Modelling process (Created by Penny Tompkins and James Lawley)
- Thinking Systems – how systems are structured, sustained and altered
- ‘Parts’ as multiple aspects of self and how they may be revealed through metaphor

- Parts and the Relationships between them – building up your understanding of a system
- Using the ‘Relationship’ and ‘Time’ Questions to identify how the system works and spot changes when they occur
- How to get a Higher Level Metaphor for a Higher Level Thought Structure
- Identity and Beliefs
- Getting the Intention and Interest of the Different Parts of a System
- Links to other techniques, ie NLP, TA, etc
- Capturing the Moment – What’s Happening Now?
- How to work with Coachees who are stuck in a ‘bind’
- Noticing and working with a coachee’s ‘blind spots’
- How to focus attention on ‘scales’ and ‘scaling’: The measures people typically use to quantify and measure their experience, and how you can help them move beyond self-imposed limits and thresholds
- Exploring your own personal metaphors for working with Clean Language and using these to enhance your confidence and discover what needs to happen next for your own development
- Different ways ‘into’ metaphoric landscapes, visual, auditory and kinesthetic preferences
- Broadening attention with specialist questions that go beyond the scale set by the coachee: ‘between’, ‘how far’ and ‘beyond’
- How to introduce and explain Clean Language to a potential client
- Bringing a metaphor to life through drawings, pictures, physicalization
- The Practice Sessions
  - These will take place between classes at your convenience, as a recorded teleconference call, allowing an opportunity to practice the skills you have learned. Your tutor will listen to two recorded sessions per module and give you individual, personalized feedback in writing on how your skills are developing.
- Assignments:
  - Recordings and transcripts to review
  - Individual exercises, including developing a model of a system, discovering alternative questions, etc
  - Personal action plans

**By the end of the workshop, you will be able to:**

- Model your coachee’s wider thought patterns around a particular issue or goal
- Use Clean Language questions to focus attention where it is most likely to encourage a shift in thinking
- Use the ‘relationship’ and ‘time’ questions with greater proficiency to gain a greater understanding of the client’s thinking system

- Use specialist questions to help establish more about the individual parts of a system and how they relate to each other
- Have a greater degree of flexibility in using Clean Language in different ways / for different applications
- Know when and how to introduce and explain Clean Language to a new Coachee
- Be able to 'self model' your own ability to use Clean Language
- Have a personalized development path for increasing your competence and confidence
- Have the confidence to use Clean Language in a coaching context in a natural and skilful way

### **How your learning is supported:**

- Eight classes (accessible online and/or by telephone) of one and a half hour's duration each (A total of 12 hours facilitator-led learning)
- Audio recordings of all classes
- Audio recordings of exercise demonstrations
- Written transcripts of exercise demonstrations
- Comprehensive reading material including a 21 page workshop manual
- Written assignments
- Supervised, recorded practice sessions with a partner followed by:
- Personalized, detailed one-to-one feedback from your programme director
- A total of **24 hours supervised learning activity** (12 hours is self-directed) plus further optional individual activity

## Clean Coaching Online Training – All Dates for 2020

**\*\*\* Please note that in 2020 we are also running a short ‘Crash Course on Creativity’ covering basic Clean Coaching techniques in March 2020. Please see our website for full details \*\*\***

### **Module One - Clean Coaching Foundation**

*Class Dates:* Tues 8<sup>th</sup> Sept, 22<sup>nd</sup> Sept, 6<sup>th</sup> Oct and 20<sup>th</sup> Oct 2020

*Class Times:* Choice of:

- 11.00am -12.30pm UK time (10:00 – 11:30 GMT) or:
- 6.00pm -7.30pm UK time (17:00 – 18:30 GMT)

### **Module Two – Clean Language Foundation**

*Class Dates:* TBA from 2021

### **Module Three – Clean Coaching Advanced**

*Class Dates:* TBA from 2021

### **Module Four – Clean Language Advanced**

*Class Dates:* TBA from 2021/ 2022

### **Future dates 2021 / 2022**

Please email us at [coach@angeladunbar.co.uk](mailto:coach@angeladunbar.co.uk) to register your interest, thanks.

### **How to Book**

Places are limited to a maximum of 8 people (a minimum of 4 people are needed for the course to run). Please confirm with Angela Dunbar by email if you would like a space held. We will then email you a booking form, for the early bird rate you will need to return this at least **one month** before the course start date, and payment will become due at this time.

Contact Angela Dunbar on +44 (0) 1404 891125 or the email below for further information:

[angeladunbar@cleancoaching.com](mailto:angeladunbar@cleancoaching.com)

# “Clean Coaching for Leadership”

## Accreditation – Full Details

### Overview

Our complete Clean Coaching online training programme is ‘Institute Approved’, which means we meet the criteria for training and assessment as approved and verified by **The Institute of Leadership and Management (TILM)**.

This includes ensuring our materials, models, theories and explanations are current, relevant and reflect TILM’s values: Authenticity, Vision, Achievement, Ownership and Collaboration.

The Institute of Leadership and Management has been established since 1947 and have carried out extensive research into the knowledge, skills, attitudes, behaviours and values of great leadership. They use their expertise to continually raise standards and to help others develop and grow, and aim to inspire great leadership everywhere.

Visit their website through this link: <https://www.institutelm.com/>

### Benefits of Accreditation

- A thorough and independent assessment of your Clean Coaching skills and techniques across 10 dimensions, with a detailed report on your strengths and areas for further development
- An ‘Institute Approved’ certificate to endorse your learning. The Institute of Leadership and Management is recognised by organisations & institutes worldwide, and their approval is evidence that the training you have undergone reaches their high standards.
- An ‘Institute Approved’ certificate in “Clean Coaching for Leadership” marks your professional development with a **credible stamp of approval** from a prestigious, well known educational establishment
- Twelve month’s professional membership of the Institute of Leadership and Management, and permission to use the letters after your name AInstLM- to evidence your commitment to continuing professional development
- Discounted renewal rates after your first year
- Finally, your profile will be added to the Clean Coaching website’s **listing of Accredited Clean Coaches** to **promote your status** as an accredited Clean Coach

## The Accreditation Process

The process for accreditation is thorough and involves independent assessment and external verification. However, we make it as easy as possible to gather the information and evidence required for your submission.

We recommend that candidates interested in working towards accreditation **register with The Institute of Leadership and Management** at the start of Module Four of our training r (we can do this for you). We will then assist you throughout the final module of the training programme to compile the information required for submission with your application for accreditation once you have completed the programme.

Once registered, we will help you collect and collate all evidence for your accreditation as you go. During the final module, you are continually assessed after each recorded practice session and when you apply for accreditation your final recording will be independently assessed and formalised into a written report to highlight your level of competency in the critical areas required for Clean Coaching.

We will prompt you to gather **evidence of your Clean Coaching experience** during Module Four, as both coach and coachee, including contacting other classmates to provide necessary confirmations for accreditation purposes.

To submit your application for accreditation, students must first complete **all four modules** of our complete Clean Coaching programme. Once you have finished the fourth training module with us, all you need to do is provide us with the balance of payment (£190.00) and **two short written assignments**, both of which can be worked towards whilst completing your training with us.

Your application for accreditation must be submitted within ONE year of completing your final training module with us, and THREE years from your initial registration with the Institute

Upon success, you will receive a certificate from the Institute of Leadership and management indicating that you have successfully completed the programme and reached the required level of competency to be awarded the accreditation status of "**Clean Coaching for Leadership**".

## Recognition of Prior Learning

If a student has already undertaken Clean Language training through another organisation, this may be recognised as prior learning and you may only need to complete Modules One and Three of our programme to be eligible to apply for full accreditation.

It is expected that you would have completed a minimum of **36 hours** of Clean Language *assessed* training elsewhere to correspond with the level of competency reached Modules Two and Four of our programme.

If you think you are eligible, please email [coach@angeladunbar.co.uk](mailto:coach@angeladunbar.co.uk) in the first instance highlighting what training you have undertaken and who with.

If you have not completed sufficient Clean Language training, you may need to demonstrate your competence by providing a recording of a Clean Language session for the examiner to listen to and assess. There will be an additional fee of £100 for this service.

## Fees

The total fee for accreditation is £250.00.

This is payable in two instalments. The first is to register as a student member with the Institute of Leadership and Management. We will arrange that for you on receipt of your **deposit of £60.00** at the start of Module Four. your training with us to register you with the ILM and get our support all through your learning for your application.

Once you have completed Module Four, and when you are ready to submit your application, the **balance of £190.00** will be due.

The fee includes one year's membership with The Institute of Leadership and Management, and their direct costs for certification, arranging an independent assessment of your skills, and when required arranging a second opinion and/or the assessment of a resubmission.

## Clean Coaching for Leadership: Summary of Accreditation requirements:

1. Complete **all four modules** of the Clean Coaching online training course (or Modules One and Three only, with evidence of 36 hours prior Clean Language training / recording for assessment)
2. Pass an **assessment** by an independent Clean Coaching verifier of a selected recorded coaching session\*. (We will submit the appropriate recording from the sessions you will have recorded during the training).
3. Provide confirmation and a reference from a coachee (usually a fellow course participant) that you have completed 4 Clean Coaching sessions of at least 20 minutes each in length. \*\*
4. Provide written confirmation from your coach (usually a fellow course participant) that you have completed 4 sessions as a coachee, each at least 20 minutes in length. \*\*
5. Write a short essay that describes your coaching philosophy and how Clean Coaching impacts on your work. Guidance and examples are available. Maximum word count 1000 words, minimum 900.
6. Write a case study outlining how you have used a variety of Clean Coaching skills and techniques within a real coaching assignment. This could be a single session, a series of sessions, or across a variety of coachees as part of an organizational project. To protect confidentiality, please do not disclose names. Guidance and examples are available. Maximum word count 1000 words, minimum 900.

Results from the assessment may be a 'pass' or a 'refer'. If you receive a 'refer' result, you will be given detailed feedback on your Clean Coaching skills against 10 core competencies. You will also be able to re-submit one further recording for assessment, and another opportunity to get a 'pass' result.

\* Where your Clean Language training has been completed elsewhere you may also need to submit an extra recorded session demonstrating your Clean Coaching competence and capability.

\*\* PLEASE NOTE you will have ample opportunity to work with suitable coaches during your training and practice hours will be accepted with the coach's written confirmation. If preferred, you may also submit your confirmation(s) and reference from appropriate people who were not course participants.