



**Coaching for Success  
Course Syllabus and Outline**

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The Close Group

**Certificate of Completion for 15 hours of Recertification credit**

**A) Course Description:**

The objective of this 5-week course is to provide students an opportunity learn coaching techniques that help people identify their “WIFM dream” and motivation for change.

*"Having the ability to coach yourself and others to achieve success . . . It's a good thing!"*

**B) Course Objectives:** Participants will be able to serve as a strategic business partner by facilitating strategic change through coaching.

**C) Student Expectations:** Participants are expected to attend each class session. If you are unable to make a session, you are expected to make arrangements with the instructor to make up the course content. Participants are also expected to complete and turn in all assignments and participate in class activities. Students will receive a certificate of completion.

**Class participation:**

- Evidence of careful preparation and oral presentation of class members.
- Clarity and conciseness of recommendations.

**D) Personal strategic plan:**

**Format:**

- **Background information:** -Reality (good and not so good), desired state and what is causing this “gap” to occur.
- **Recommended strategic initiatives:** must be directly responsive to the background information.
- **Action plan:** a plan of action directly achieving the personal strategic initiative.

**E) Text and/or Required Reading List:**

Close 2012, Strategic Solutions Toolkit, Snow Creek Publishing

<b>Date</b>	<b>Topic</b>	<b>Assignment</b> (To be completed before the next session)
Session 1	Introduction to strategic coaching and Personal application	For session 2: Strategic Solutions Toolkit Communication Works! assessment
Session 2	Knowing the business and the environment	For session 3: Strategic Solutions Toolkit
Session 3	Being an “strategic coach”: creating the moment and maximizing it. In-class simulation	For session 4: Strategic Solutions Toolkit
Session 4	Know your audience: Interpersonal dynamics WIFM to your advantage	For session 5: Strategic Solutions Toolkit
Session 5	Facilitation: Have a method and toolkit and get “out of the box” results Present personal strategic plans	<b>DUE: Personal strategic plan and presentation</b>