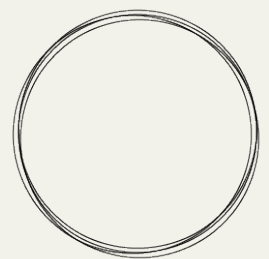


# *Professional Coaching Course*

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Prospectus

June 2022 - June 2023



THIRDSPACE

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## *Course Overview*

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### *Introduction*

Offered in partnership with [New Ventures West](#), this comprehensive year-long programme provides everything necessary for you to become a skilled coach. The Professional Coaching Course (PCC) attracts dedicated professionals who intend to:

- become a skilled developer of others, in any role
- lead others in a way that supports their development
- add coaching services to an existing consulting practice
- provide professional-level coaching within their organisation
- fully integrate coaching into their leadership
- start their own coaching business

*The PCC provides:*

- a powerful proven methodology grounded in theory, research, and practice
- a rigorous curriculum of study and practice that includes 17 days of face-to-face learning
- seasoned teaching faculty known for their wisdom, compassion, presence, and experience
- a custom-designed individual development plan for each student
- a dedicated mentor coach who works with you throughout the year, coaching you on your own development and on your coaching, listening to coaching recordings you make and giving you detailed feedback
- an accomplished group of fellow participants who are committed to high standards of excellence
- small class sizes: you join a class of 8-20 students and a “pod” of 5 students
- many kinds of support for your learning: one-to-one coaching, small groups with a guide, support from a mentor coach, feedback on recordings of your coaching sessions with clients, and learning in a larger group
- an active graduate community of close to 1000 people

The Professional Coaching Course has been recognised by the International Coach Federation as an Accredited Coach Training Programme. We conduct a thorough, rigorous certification process for people who complete the programme and apply to be designated as a New Ventures West certified coach.



## *How it works*

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### *Accreditation*

The PCC is offered by Thirdspace in partnership with New Ventures West. It is accredited by the International Coaching Federation as an Accredited Coach Training Program (ACTP).

### *Outcomes*

Graduates of the PCC will be able to:

- Develop their own coaching practice.
- Add to a current consulting practice.
- Provide professional-level coaching within their organization.
- Fully integrate coaching into their leadership.

### *Course Content*

The PCC takes place over one year. It includes:

- Four 'face-to-face' sessions
- Individual integral development program custom-designed for you
- Individual coaching from course faculty
- Feedback on your coaching in both written and verbal forms
- Regular meetings with small group pod and with pod mentor
- "Coach's Bookshelf," a list of books to read for the course
- Written assignments
- Certification process

### *Time commitment*

Participants report that they spend an average of five to ten hours a week engaging in course work.

### *Group size*

We limit our course participation to 20 students.

### *Locations*

On-line in UK time. Also available through New Ventures West in San Francisco, Chicago, Boston, Ottawa, Montréal, Cape Town & Singapore.

*Duration & frequency*

The UK-time course begins once or twice per year and is 1 year in length.

*Face-to-face sessions*

There are four virtual classroom sessions, each lasting four or five days, Wednesday or Thursday to Sunday. We begin at 9:00 am and end at 7:00 pm each day.

For our June 2022 - 2023 programme, our classroom sessions are:

- Session I: 9-12 June 2022 (four days)
- Session II: 14-18 September 2022 (five days)
- Session III: 5-8 January 2023 (four days)
- Session IV: 8-11 June 2023 (four days)

*Prerequisite*

Either the two-day Foundations of Coaching course, the three-day ICP course (for experienced coaches) or Coaching For Development Course.

*Application process*

A fully completed application with essays, a JPEG photo and a nonrefundable deposit are required for consideration.

*Tuition fees*

£9,995 + VAT.

This includes all four classroom sessions, books, materials, pod meetings, coaching sessions and certification.



## *Course Content & Approach*

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### *Course Structure*

#### *Our aims for session 1 (4 days):*

- Build a strong and supportive community
- Cultivate your capacity to be present, mindful and a skilled observer
- Receive coaching from the course leader
- Create your personal development plan

#### *Between sessions 1 & 2, you:*

- Engage in your personal development program
- Readings, written assignments and meetings with coach and pod members

*Our aims for session 2 (5 days):*

- Introduce three core models of an integral approach to coaching, the stages of a coaching relationship & the elements of a coaching proposal
- Digging into designing and conducting an integral programme of coaching
- Somatic coaching

*Between sessions 2 & 3, you:*

- Begin to coach three to five clients
- Submit two recorded coaching sessions
- Continue with your personal development plan, reading, and written assignments with the support of pod, pod mentor, and other faculty

*Our aims for session 3 (4 days):*

- Practice with “guest client” & classmates
- Receive direct feedback from coaches acting as observers

*Between sessions 3 & 4, you:*

- Continue to develop your coaching skills by working with clients
- Submit four recorded coaching sessions
- Write up case descriptions
- Receive feedback on recorded coaching sessions
- Continue with your personal development program, reading, and written assignments

*Our aims for session 4 (4 days):*

- Certification process
- Live coaching and discussion of case studies
- Receive feedback on your live coaching
- Day of closure and gratitude

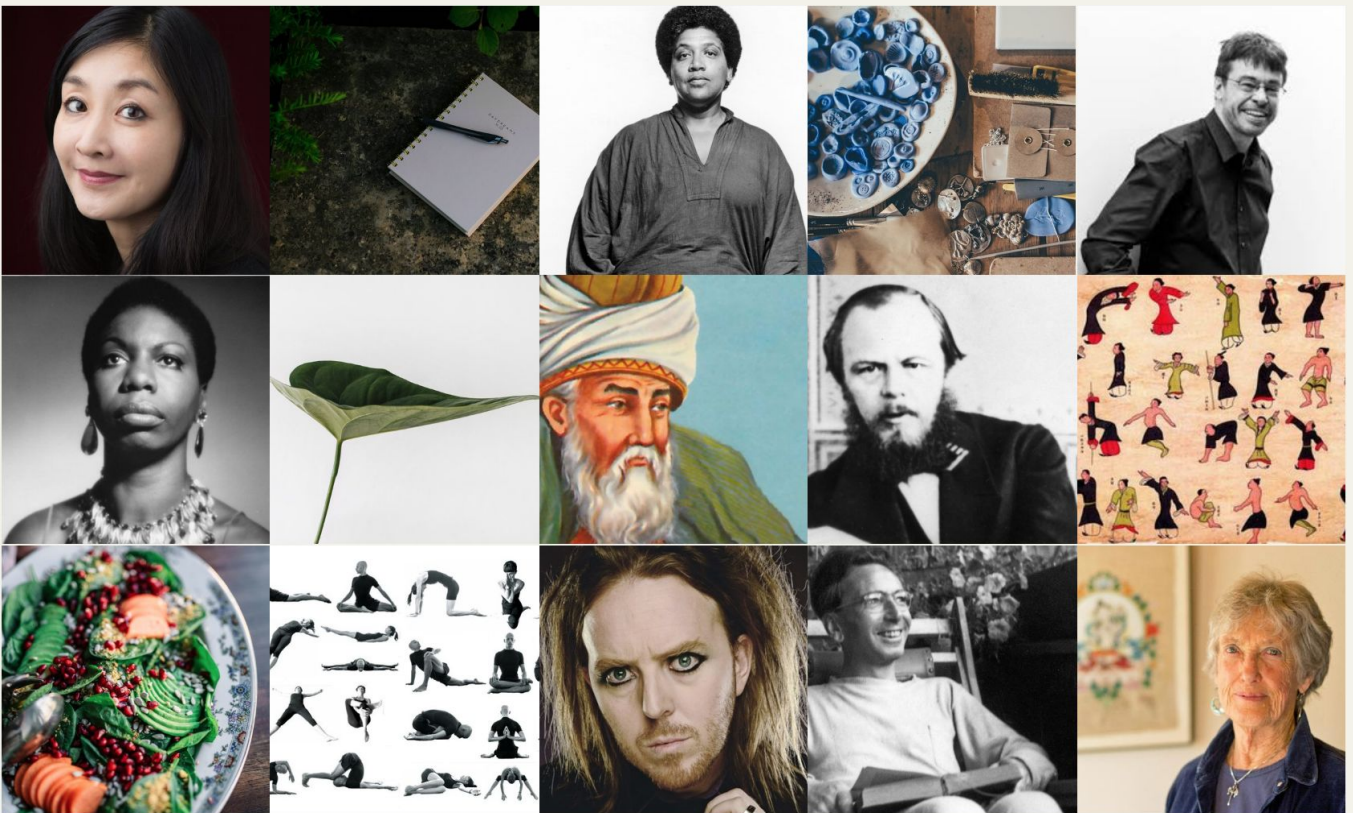


## Course Content

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The PCC is a profound year of learning together. It offers many opportunities to deepen our engagement with life and turn towards the service of others. Together, we create a community that can support the rich conversation and practice that is waiting for us all.

Our work draws on deep philosophical roots as well as cognitive science, linguistics, psychology, spirituality and more, to offer many avenues of insight and practice. Some examples of our sources are illustrated below.



Top row, from left to right: Christine Gross-Loh, journaling, Audre Lourde, craft, Michael Puett.  
Middle row, from left to right: Nina Simone, immersion in nature, Rumi, Dostoyevsky, Qi Gong.  
Bottom row, from left to right: nourishing food, yin yoga, Tim Minchin, Victor Frankl, Joanna Macy.

The work of supporting development in people seems, to us, ever more needed in the world. We live at a time when there are significant openings for cultivating responsibility and attentiveness to life. And there is also a narrowed, separated, defensive world that arises from fear. Can we find a way in the midst of this to reduce difficulties, to deepen our lives, and to take action on what will help people flourish? We think that Integral Development Coaching, and the PCC, are an excellent way to step into those questions.

Throughout the year you will learn a coaching methodology, a sensitivity to life, and a way of orienting to people through which you can express your own development and profoundly help your clients.

Over the course of the year, we focus on supporting your development as a person and as a coach. According to the Harvard developmental psychologists Robert Kegan and Lisa Lahey, our development requires "an ingenious blend of challenge and support." We do our best to create this unique blend for each of you so that you have enough challenge to stretch yourself in new directions and dimensions with enough support from all the various facets of the programme to develop in a way that is meaningful for you.

As you step into the programme, you are invited into a mood of inquiry, curiosity, and especially of self-compassion. You discover very quickly, we hope, that there is no need to prove anything to the faculty, to other students, or to yourself in the PCC. Maybe this seems unbelievable to you at this point. If so, we invite you to hold it lightly and ask yourself, "Who could I be if I didn't have to prove anything to anyone or myself?"

[Here is a link](#) to David Whyte reciting his poem *Start Close In*. In many ways, this poem evokes the place where the course begins.



## *Details & Policies*

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### *Application Process*

- *The pre-requisite for applying*

Before you join the PCC, you must complete a pre-requisite course which introduces the foundations of our work. The most common way to fulfil this is by completing our two-day Foundations of Coaching course. It provides an important grounding in the foundations of integral development coaching. It also gives us an opportunity to get to know each other.

We run pre-requisite courses regularly. If you cannot make any of the published dates before the PCC you intend to apply for, please get in touch to let us know.

We will ask your Foundations course leader to endorse your application. You may apply for the PCC before completing the pre-requisite course, and this will provisionally hold a space in the course you choose; but we'll wait until after you complete the pre-requisite to process your application.

- *Making an application*

To apply, follow these steps:

1. Fill in our online application form, accessible through the Professional Coaching Course page on our website.
2. We will send you an invoice for your deposit of £500 + VAT which you can pay online, by cheque, or by direct bank transfer. We will return your deposit promptly if your application is not accepted.
3. We confirm acceptance on the programme (see below for how we do this) when we have received both your completed application and your deposit.

- *Things to know about applying:*

In order to hold a space for you in the Professional Coaching Course, we require that you complete an application including essays, a photograph, and a non-refundable, non-transferable £500 + VAT deposit.

Before you apply, please review our cancellation policy in the next section, which will take effect with the submission of your deposit.

We occasionally have scholarship opportunities for PCC. These funds are limited and are not available for every PCC. However, if you work in a not-for-profit organisation or another setting in which you are doing good work in the world, yet not earning enough to afford the full PCC tuition, you may be a candidate for a scholarship. (Please see further information below)

- *Two-part application*

The application is in two parts - the first part asks for information about you such as the name you'd like to be known by, your address etc. The second part is a series of reflective questions. We ask you these because we want to...

- Gain a better understanding of who you are (or, more accurately, your perspective of who you are) and your interest in participating in a rigorous programme that involves, among other things, attention to your own personal development.
- Invite you to begin the process of making assessments of your own competence in multiple streams of development.

- *The kind of photograph we are looking for*

We ask for a digital headshot in JPEG format. It isn't important that this photograph be a professional photo or the best one ever taken of you. What matters is that (a) it looks like you and (b) we can clearly see your face.

The only people who see your photograph are the course leaders and our staff. We use it to connect your face to your name, particularly when speaking with you by telephone.

- *How we respond to applications*

The Professional Coaching Course leader reviews and accepts applications once we have received all written materials and your deposit, on a first-come, first-served basis. We select applicants whom we feel have the greatest chance of success in the programme and whom we consider likely to contribute to a developmental community. You will receive a response to your application within 10 days, often sooner.

- *When to submit your application*

Sometimes the PCC can fill to capacity (20 students) months in advance. It is difficult to predict when any given course will fill. Therefore, we recommend that you apply as soon as you are sure that you want to take the programme and are free for the dates of the class. You will have the best chance of admission into the group you want by submitting your application early.

- *Course Fees & Payment Plans*

The fee for the 2022-2023 course is £9,995 + VAT (£11,994 inc VAT).

All applicants pay £500 + VAT (£600 inc VAT) deposit with initial application and either of the following...

- Option A  
Pay £9,495 + VAT (£11,394 inc VAT) one month before starting date (direct transfer, cheque or credit card).
- Option B  
Pay £9,345 + VAT (£11,214 inc VAT) two months before starting date; take an early-pay discount of £150 + VAT (direct transfer or cheque only).

- Option C  
Pay £2,390 + VAT (£2,868 inc VAT) for four consecutive months, beginning the first day of the month the first session takes place (includes £65 + VAT finance charge).
- Option D  
Pay £805 + VAT (£966 inc VAT) for twelve consecutive months, beginning the first day of the month the first session takes place (includes £165 + VAT finance charge).
- Option E  
Propose a custom payment plan and e-mail it to us with your application.

- *Further questions*

If you have more questions about the PCC application process, we'd love to have a conversation with you. If you contact us through the form on our website, we'll gladly call you back to talk about any aspect of our programmes or our work with individuals and organisations.

## *Scholarship requests*

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We occasionally have scholarship opportunities for the PCC. These funds are limited and are not available for every PCC. However, if you work in a not-for-profit organisation or another setting in which you are doing good work in the world, yet not earning enough to afford the full PCC tuition, you may be a candidate for a scholarship.

Please understand that if you choose the scholarship route, you are not guaranteed a place in the PCC; if eligible, you are placed on a waiting list for the next scholarship opening.

- *Here is the process:*

1. Applying to be a scholarship candidate

- Please submit an application for the PCC and a letter making a case for a scholarship (see “Writing the letter” below). Do not submit a deposit, but do complete all other parts of the application.
- We will review your application and letter and let you know whether you are a candidate to receive a scholarship.

2. Completing the prerequisite

If you are advised that you are a scholarship candidate (and you haven't already done so), please register for an offering of Foundations of Coaching or Integral Coaching Principles (ICP, run by our partners in the US New Ventures West), either of which satisfies the prerequisite for the PCC.

3. Being invited into a PCC

We award available scholarship funds (if any) approximately two to four weeks before the first session of each PCC. At that time:

- We will confirm the level of financial aid we are willing to provide.
- If you are interested and available, you then submit a non-refundable £500 deposit and confirm a balance payment plan. (Be sure to also re-read the Cancellation Policy since it will now go into effect.)
- Assuming that you have already completed one of the prerequisite programmes, we will send you a packet that includes an acceptance letter and the PCC pre-course homework assignment.

- *Writing the letter*

The letter you submit with your application should be no more than two pages in length. In this letter, please:

a) Make a case for how you will make a positive difference in the world through coaching. Give us a sense of both the work you have done in the past and the work you intend to do in the future. The clearer your illustrations and examples, the easier it will be for us to make an assessment.

b) Describe your financial situation. Help us understand why your participation in the PCC depends upon receiving a discounted course fee. Indicate what level of financial aid you are requesting.

Please email your letter to us at [registrar@thirdspacecoaching.com](mailto:registrar@thirdspacecoaching.com). And if you have any questions, please do not hesitate to contact us.



## *Cancellation Policy*

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Please contact us before enrolling if you have any questions about how we handle course fees for the Professional Coaching Course.

- *Paying your deposit*

We ask you to pay a deposit when you apply for the Professional Coaching Course. The agreements described below come into play when you submit your deposit. If you are not accepted into the programme for which you've applied, we will fully refund your deposit.

- *Paying your course fee*

The course fee becomes due and payable one month before the programme begins. You are welcome to request an alternate payment plan (including the ones suggested on our site, which we always accept). Your obligation to pay us for the course fee begins at this time.

- *If you want to cancel*

If you cancel 30 days or more prior to the starting date of the programme, we will refund your course fee minus the non-refundable deposit. If you cancel between 30 and 14 days prior, we will refund 50% of the course fee. If you cancel between 30 and 14 days prior and are on an alternate payment plan, 50% of the course fee becomes immediately due and payable. We don't refund any fees after 14 days prior to the starting date.

- *Transferring to another programme or substituting someone else*

If you want to transfer to a different course you need to cancel your place on the course you've applied to, according to the conditions above. You can't send another student in your place.

- *What happens if you withdraw from the programme*

If you withdraw from the programme at any time after 14 days before it starts and for any reason, we don't refund your course fee. If you are paying your fee in instalments, and you withdraw from the programme at any time for any reason, the full amount becomes immediately due and payable.

- *Emergencies*

We always try to accommodate absences resulting from emergencies such as severe illness, accidents, and so on. We are not able to accommodate requests for transfers to another programme for any other reason, such as work scheduling issues, family reunions, or the World Cup, for example.



THIRDSPACE

Thirdspace supports people to recognise their goodness and power, helping them to bring their whole selves to the world.

[www.wearethirdspace.org](http://www.wearethirdspace.org)