



# Certificate in Coaching for Leadership

The College of Management and Economics at the University of Guelph has been a pioneer in Leadership education; the new Coaching for Leadership program is an innovative online non-degree credit program that extends the University's knowledge and expertise in leadership development. Participants will learn how to be an effective leader using the coach approach. This program is unique in its use of technology to facilitate face-to-face practice coaching conversations.

Courses will examine the necessary components of a coaching culture and assist in developing leadership skills. Participants will learn about performance management and how to manage conflict to build high trust relationships. The program is focused on leadership development using coaching and communication to engage employees to achieve organizational excellence.

## Benefits of the Program

- Enhance and develop your leadership skills through a coaching approach to leadership
- Earn a University of Guelph Certificate in Coaching for Leadership
- Courses are delivered online and are flexible to your work and busy schedule
- Certificate program can be completed within one year

## Registration

### Procedures and Payment Methods

#### Register online

Use the registration link at the top and bottom of each course description page on the website.

[www.CoachingforLeadership.ca](http://www.CoachingforLeadership.ca)

#### Register by fax

Complete the printable registration form available on the website and fax to (519) 767-1114

#### Register by mail

Complete the printable registration form available on the website and mail to:

Centre for Open Learning and Educational Support  
University of Guelph  
160 Johnston Hall  
Guelph, Ontario, Canada N1G 2W1

*Payment can be made by Debit, VISA, MasterCard, American Express, money order or cheque payable to the University of Guelph.*

#### Fees and Confirmation

The course fees include tuition and course learning materials. Course schedules and fees can be found at [www.CoachingforLeadership.ca](http://www.CoachingforLeadership.ca). Confirmation of course registration will be sent out by e-mail in advance of the course start date.

**YOU CAN HELP.** Staff and friends of the Centre for Open Learning and Educational Support have established and contribute annually to a bursary fund to assist students in need. We invite you to consider making a contribution to this fund. If you wish, add your donation amount on the registration form. For further information visit: [www.coles.uoguelph.ca/bursary](http://www.coles.uoguelph.ca/bursary)

**PROTECTING YOUR PRIVACY:** We are committed to protecting your privacy. Personal information that you provide to the University is collected pursuant to the University of Guelph Act (1964). The personal information collected on this form will be used for registration purposes, for creating learner profiles and for sending you relevant Centre for Open Learning and Educational Support information we believe may be of interest to you. For further information or to find out how to opt out of receiving future Centre for Open Learning and Educational Support information, call us at 519-767-5000 or visit: [www.coles.uoguelph.ca/privacy](http://www.coles.uoguelph.ca/privacy)

## General Inquiries

### Centre for Open Learning and Educational Support

Phone 519-767-5000

Fax 519-767-1114

Email [info@coles.uoguelph.ca](mailto:info@coles.uoguelph.ca)

[www.coles.uoguelph.ca](http://www.coles.uoguelph.ca)

[www.CoachingforLeadership.ca](http://www.CoachingforLeadership.ca)



UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE

# Certificate in Coaching for Leadership

C|M|E  
COLLEGE OF  
MANAGEMENT  
AND ECONOMICS





**Who should attend the program?** Senior leaders, managers, supervisors, human resource professionals, project managers and organizational consultants.

## What courses do I need to complete the certificate program?

### Course 1

#### Creating a Foundation for Leadership Coaching

- Define a Coaching Culture
- Explain the benefits of a Coaching Culture
- Describe how a Coaching Culture is linked to Employee Engagement; and the significance of Employee Engagement as it relates to performance, motivation, and organizational excellence
- Explain the significance of Leadership Character
- Define 'Strategies for Engagement'
- Compare and contrast an existing culture with a Coaching Culture
- Create an Action Plan for Coaching Culture improvement

### Course 2

#### Performance Management Fundamentals

- Identify key aspects of a Performance Management Cycle
- Develop an example of behavioural based performance expectations and their measurement
- Demonstrate the Observation, Impact® Model of positive and developmental feedback
- Analyze the value of developmental feedback to improve performance
- Develop an action plan to bridge specific performance gap(s)

### Course 3

#### The Coach Approach

- Demonstrate the Coaching Model and utilize Coaching Skills to support the coaching conversation
- Design your own personal boundaries in coaching conversations
- Critically analyze your own listening skills and learn new methods to improve your skills
- Explain your emotional reaction(s) in coaching conversations
- Analyze how you maintain balance in coaching conversations

### Course 4

#### Harness Conflict and Build Trust

- Identify various forms of workplace conflict
- Explain the benefits of diverse perspectives
- Define different types of communication and their impact on collaboration in the workplace
- Describe bullying behaviour and how different types of bullying behaviour can be managed
- Develop rules of engagement (team norms) in your workplace
- Identify team collaboration skills

## The program consists of four online courses.

Courses are designed to be completed in a sequence. You must complete course one (1) before proceeding to course two (2). Each course will be eight (8) weeks in duration resulting in approximately 30 contact hours. Participants can expect to spend 10 – 15 hours per week to complete readings, writings, online interactions, and activities or assignments. Please note that some courses may have some synchronous (everyone present at the same time) activities. The synchronous activities will be scheduled at the beginning of each course.

Webcam, microphone and speakers are course technical requirements. Please see website for full technical requirements at [www.CoachingforLeadership.ca](http://www.CoachingforLeadership.ca).

