

# Graduate Certificate in Organisational Coaching

Develop your capabilities for coaching  
and leadership roles

Think like others don't.  
Look where others won't.  
Work like others can't.

KNOW  
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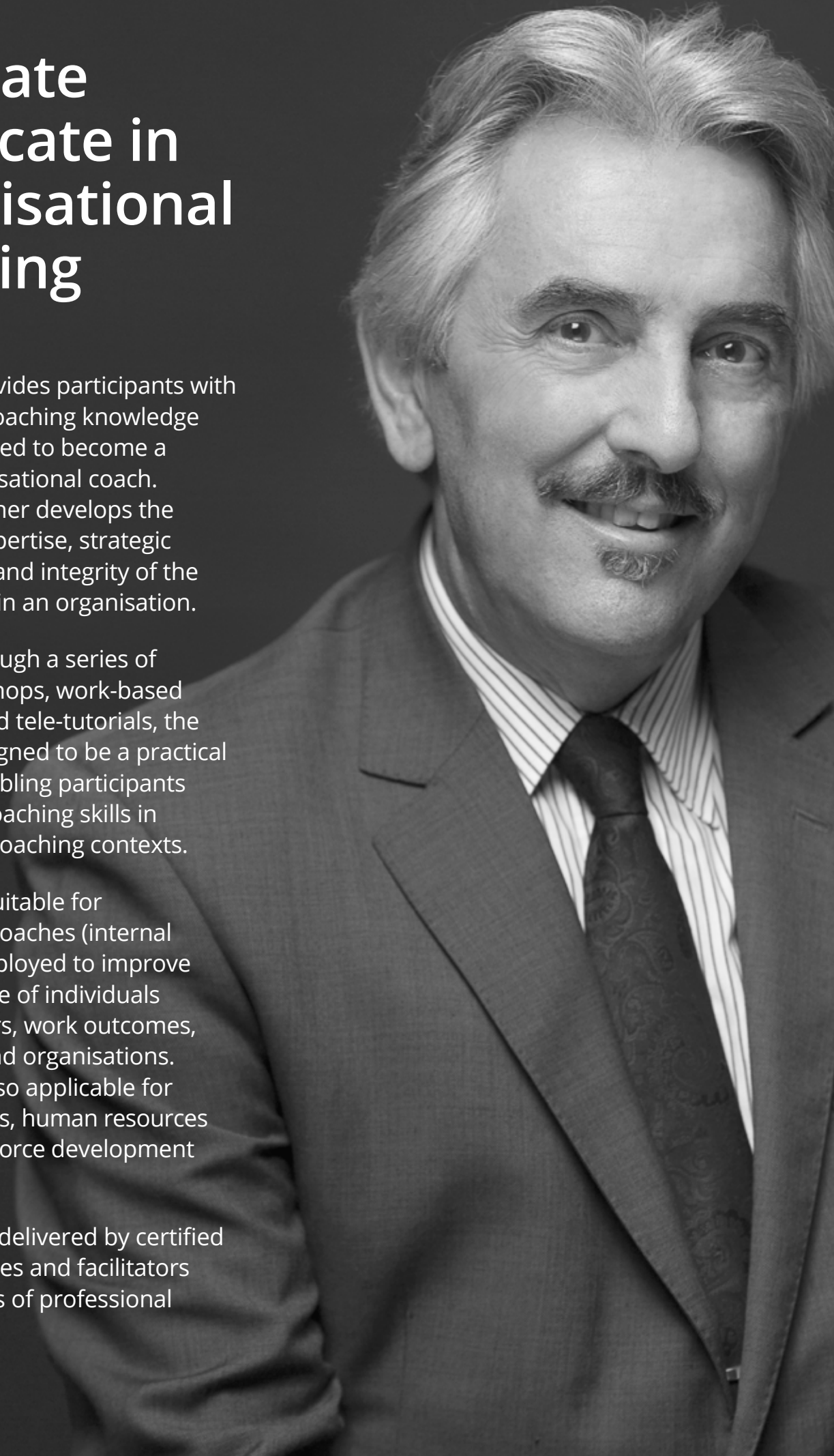
# Graduate Certificate in Organisational Coaching

This course provides participants with the advanced coaching knowledge and skills required to become a qualified organisational coach. The course further develops the professional expertise, strategic understanding and integrity of the leadership role in an organisation.

Completed through a series of four-day workshops, work-based projects and tele-tutorials, the program is designed to be a practical experience, enabling participants to apply their coaching skills in organisational coaching contexts.

This course is suitable for organisational coaches (internal or external) employed to improve the performance of individuals and their careers, work outcomes, communities and organisations. The course is also applicable for senior managers, human resources and other workforce development professionals.

The program is delivered by certified executive coaches and facilitators with many years of professional experience.



## Participants

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The program is suitable for:

- + Workforce development professionals
- + Middle and senior line managers
- + Learning and development professionals
- + Coaching professionals and business consultants
- + Human resources professionals
- + Trainers and facilitators
- + Counsellors and psychologists.

## Real business outcomes

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The program aims to ensure participants learn how to:

- + Apply coaching practices in organisational settings
- + Influence others to gain commitment to implement coaching strategies
- + Research, analyse and review situations
- + In the workplace to develop options for addressing the problems
- + Utilise tools to identify individual and organisational characteristics, strengths and behavioural preferences in work, learning and leadership
- + Identify organisational priorities and set goals for the individual and the work team
- + Identify learning needs and develop skills enhancement opportunities in the workplace
- + Assess and implement individual and organisational performance measurement tools
- + Apply effective communication and negotiation skills in the workplace.

## Program benefits

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The program provides participants with the opportunity to:

- + Learn with leading industry professionals
- + Prepare for international accreditation
- + Study in a supportive environment
- + Network with industry peers and expand business contacts
- + Develop a high level of self awareness
- + Formalise experience by completing an accredited qualification
- + Spend a minimum time away from work
- + Have experience acknowledged through Recognition of Prior Learning (RPL).

## Flexible delivery and assessment

Participants have the opportunity to learn through an accelerated pathway program which takes into consideration their time and work commitments.

The flexible nature of the qualification means that subjects can be delivered and assessed in a manner that provides the most value to participants.

## Customised programs

Programs can be fully customised to meet specific business needs and delivered to multiple employees within an organisation.

## Building new networks

The program provides an opportunity to network with like-minded professionals from a diverse range of industries.

Building relationships, supporting one another in the learning process and creating new partnerships are all value-added outcomes.

## RPL and pathways

Participants can attain recognition of their skills and knowledge through the Recognition of Prior Learning (RPL) process by providing evidence of their competency.

## Experienced industry facilitators

The program facilitators for the Graduate Certificate in Organisational Coaching are all highly experienced and formally qualified professionals. We have selected 6 facilitators to teach this postgraduate qualification, as they are all experts in coaching.

To teach this course, our facilitators are required to have significant experience in coaching, hold a minimum qualification of a Graduate Certificate and must be accredited with the International Coach Federation (ICF) as either a Professional Certified Coach (PCC) or a Master Certified Coach (MCC).

Drawing on their extensive coaching experience and knowledge, our program facilitators provide support and share their industry and life experiences throughout the participant's learning. They can guide and inspire participants to develop their career direction.

# The program

## Unit structure

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To attain this qualification, participants must successfully complete four units of study.

Each unit includes workshops, project work, out-of-class study and assessment and will be conducted over a 10-week period (or by customised arrangement).

Face-to-face delivery is 32 hours per unit supported with tele-tutorials and coaching sessions to enhance learning objectives. Out-of-class study time and project work is estimated at 60 hours per unit.

All workshops are conducted over four days through an action-based learning methodology. Participants will experience business problems through reflection and problem solving, rather than traditional instruction.

## Units of study

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### Provide coaching in the workplace

This unit develops the basic professional skills and knowledge required to provide coaching in a workplace setting. All units have been written to International Coach Federation (ICF) standards to address the ICF competency standards.

On completion of this unit, participants will be able to:

- + Describe the context for the use of coaching as a high-performance development strategy
- + Explain what coaching is and how it differs from mentoring and counselling
- + Identify their strengths as a coach and areas for further development
- + Use effective communication skills in the coaching relationship
- + Support the coach to set goals and develop action plans
- + Identify and use appropriate models of coaching
- + Coach individuals to do their best.

### Evaluate coaching needs and interventions

This unit develops the advanced knowledge and skills required to assess and evaluate coaching needs and the efficacy of the coaching intervention.

On completion of this unit, participants will be able to:

- + Describe the professional coaching practice and standards
- + Determine coaching needs
- + Establish a coaching agreement
- + Apply advanced coaching skills and practices
- + Use advanced coaching tools
- + Evaluate the outcomes of coaching.

### Apply professional coaching practices

This unit builds the professionalism and mastery demonstrated by coaches in all aspects of their work. The unit progressively enhances participants' performance in coaching and capability in establishing, leading and managing a coaching program within an organisation.

On completion of this unit, participants will be able to:

- + Build self-awareness and continuously improve professional practice
- + Establish client expectations and goals with measures for success
- + Facilitate client self-awareness
- + Support clients to attain agreed goals
- + Apply theory and practical feedback to improve the effectiveness of the coaching practice.

### Lead personal and strategic transformation

This unit is designed to develop professional expertise, strategic understanding and personal integrity in leaders and managers working in organisations. The knowledge and skills of the leader and manager are further developed through practical application and the strong theoretical base of the delivery of the unit.

On completion of this unit, participants will be able to:

- + Reflect on personal efficacy
- + Lead in a transformational manner
- + Model and cultivate collaborative thinking
- + Provide strategic leadership during change processes.

## Further accreditation

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The Graduate Certificate in Organisational Coaching is approved for 135 hours of coach training by the International Coach Federation (ICF).

## Assessment

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Projects are related to the participant's work environment and should reinforce and support their knowledge and skills. Project assessment will be based on their level of understanding and how they apply their learning in the context of their workplace.

Participants develop their coaching skills through real-life practise and observation and receive regular verbal and written feedback on their coaching competencies.



## Entry requirements

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Participants are expected to be working in a senior role and have a Diploma or Tertiary level qualification.

## Fees

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In 2017, tuition fees are based on \$3,200 per unit of study. The total fee for the Graduate Certificate in Organisational Coaching is \$12,800 for the full qualification.

Fees are reviewed each year and may increase without notice. For all fee enquiries and up-to-date information, visit [swinburne.edu.au/fees](http://swinburne.edu.au/fees)

## How to apply

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Contact us on 1800 633 560 or email [indenrolments@swin.edu.au](mailto:indenrolments@swin.edu.au)

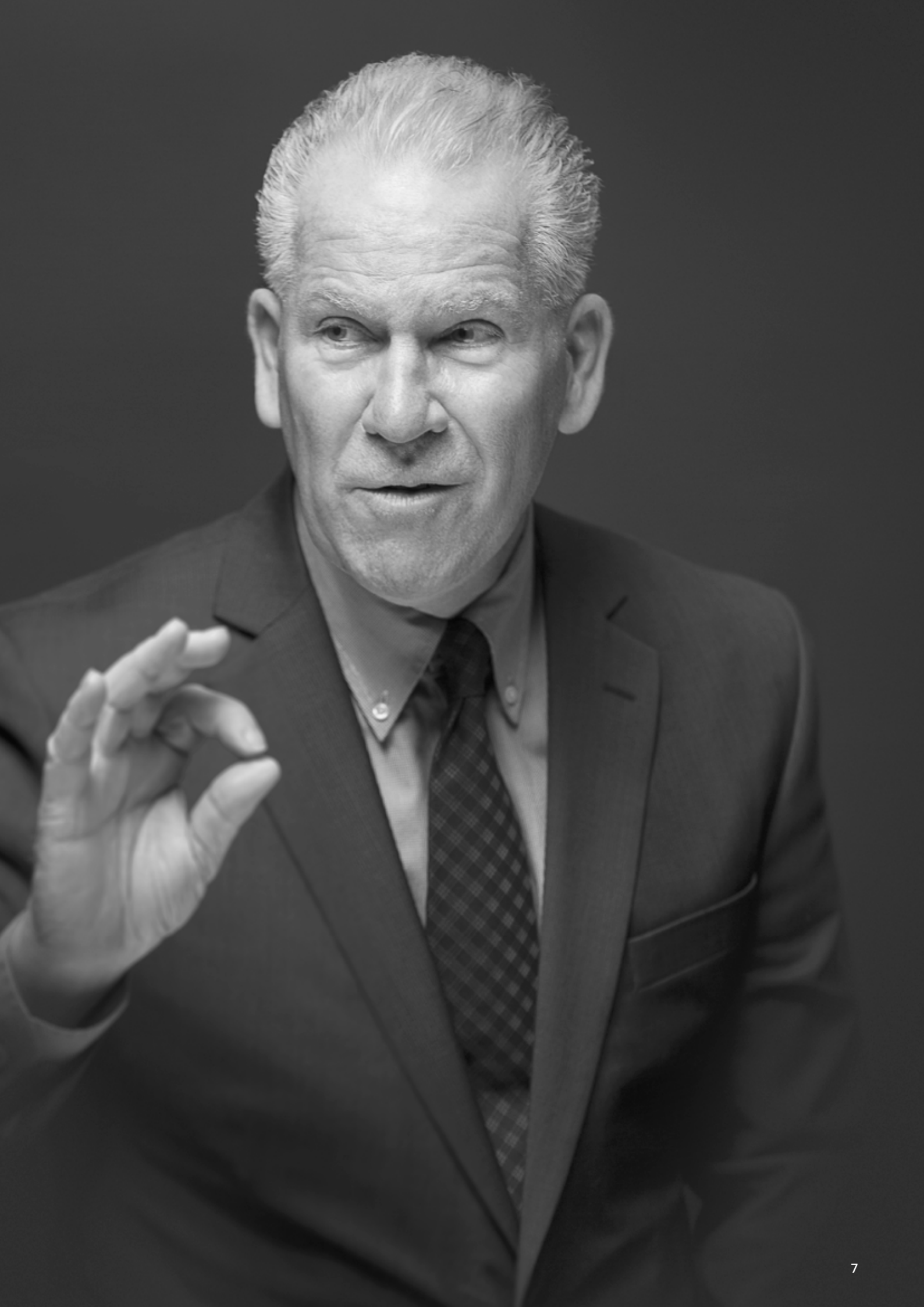


“We shine a light to raise  
self-awareness.”

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**MARK LEWIS**

COURSE FACILITATOR AND EXECUTIVE COACH



## Further information

1800 633 560  
indenrolments@swin.edu.au  
[swinburne.edu.au/coaching](https://swinburne.edu.au/coaching)

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CRICOS Provider Code (Swinburne University of Technology): 00111D  
Training Organisation Identifier (TOID): 3059

The information contained in this course guide was correct at the time of publication, May 2017.  
The university reserves the right to alter or amend the material contained in this guide.