



# MICRO-CREDENTIALS IN WORKPLACE COACHING

## MASTER THE ART OF WORKPLACE COACHING – YOUR PATH TO PROFESSIONAL IMPACT.

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**Two micro-credentials in Workplace Coaching are now on offer:**

Workplace Coaching Level 1 (Foundational Skills)

Workplace Coaching Level 2 (Advanced Skills)

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Coaching skills are indispensable for today's leaders and business partners. Whether you aim to integrate a coaching approach into your workplace or embark on a career in professional coaching, our courses will provide you with the tools and confidence to help individuals achieve their specific personal and professional goals, and to foster a coaching culture in an organisation.

### **WHO SHOULD ATTEND?**

Middle and senior level managers, Organisational Development and HR Management Consultants, Business Consultants, Trainers and Facilitators, Counsellors and Psychologists.

# ABOUT THE COURSES

Our Workplace Coaching courses have been meticulously crafted, drawing upon both evidence-based research and International Coaching Federation (ICF) best practices, and incorporating a skills practice experience that is safe, confidential, and individually supported. This ensures you can build self-awareness and confidence at every stage of the coaching journey.

## Workplace Coaching Level 1 (Foundation) Overview



Pre-work  
Reading



3-day  
workshop  
8:30am – 5pm



Peer coaching  
groups and  
field work



*Coaching in  
Action*  
Virtual Sessions  
2 x 1.5 hours



Reflection  
Report

*Your total time commitment is approximately 60 hours, which includes contact hours, self-study, coaching in the field and assessment tasks.*

## SKILLS AND LEARNING OUTCOMES

By the end of this Workplace Coaching Level 1, you will have foundational coaching skills aligned with industry best practice. You'll be able to:

- Appraise the distinctions between coaching, mentoring, consulting and counselling.
- Assess the coaching needs of coachees and workplaces.
- Demonstrate foundational concepts and models of workplace coaching skills.
- Demonstrate and reflect on the core coaching competencies for ongoing coach development.
- Design and implement effective coaching plans.
- Critically reflect on the outcomes of coaching practice to support ongoing professional and personal development.

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### DAY 1

- What's coaching and what it isn't – coaching defined
- Coaching models
- Coaching demonstration
- Solution focused
- Deep listening
- Creating awareness
- Coach mindset
- Skills practice with feedback

### DAY 2

- Value of checking in
- Your true colours
- Emotional agility & neuroscience
- Psychological safety
- Effective coaching questions
- Creative tension
- Acknowledgement in coaching
- Holding accountability
- Coaching in the moment
- Skills practice with feedback

### DAY 3

- Being present with mindfulness
- Core coaching competencies
- Partnering conversation
- Tough conversations
- Coaching topics
- Overcoming barriers to coaching
- Skills practice with feedback
- Setting up for field work

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## ASSESSMENT

To achieve the micro-credential you will need to undertake the following assessment activities:

- Participation – Actively participate in at least 80% of all program elements.
- Demonstration - Demonstrate foundational coaching skills in practice sessions.
- Reflection Report – Critically evaluate your personal-professional practice.

## Workplace Coaching Level 2 (Advanced) Overview



Pre-work  
Reading



2-day  
workshop  
8:30am – 5pm



Peer coaching  
groups and  
field work



*Coaching in  
Action*  
Virtual Sessions  
3 x 1.5 hours



Reflection  
Report

Your total time commitment is approximately 65 hours, which includes contact hours, self-study, coaching in the field and assessment tasks.

### SKILLS AND LEARNING OUTCOMES

By the end of Workplace Coaching Level 2 you'll have advanced coaching skills aligned with industry best practice. You'll be able to:

- Integrate techniques into coaching practice to address the dynamics and core issues in workplace coaching, including resistance and barriers, enabling change and action planning.
- Evaluate the distinction between coaching and performance management.
- Apply ethical principles, contracting and coaching standards in coaching practice.
- Demonstrate an ability to shift from coaching the situation to coaching the meaning behind the situation.
- Critically reflect on practice and feedback from professional coaches.
- Analyse your own personal coaching vision.

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#### DAY 1

- Contracting deep dive
- Core competencies expanded
- Reframing
- The change pathway
- Personal resourcefulness
- Discomfort zone
- Accountability
- ICF Code of Ethics
- Action planning
- Extended skills practice with feedback

#### DAY 2

- Vision and purpose coaching
- Purposeful questions
- Resistance and barriers
- Giving and receiving quality feedback
- Coaching vs performance management
- Interconnection of neuroscience in coaching
- Set up peer coaching groups
- Coach development plan
- Next steps
- Extended skills practice with feedback

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### ASSESSMENT

To achieve the micro-credential you will need to undertake the following assessment activities:

- Participation – Actively participate in at least 80% of all program elements.
- Demonstration - Demonstrate advanced coaching skills in practice sessions.
- Reflection Report – Critically evaluate your personal-professional practice.

### PRE-REQUISITE

You must have completed *Workplace Coaching Level 1* before commencing *Workplace Coaching Level 2*.

# WHAT YOU'LL RECEIVE

By successfully achieving a non-graded pass in all required assessment activities for your selected course, you will receive a:

- > *Micro-credential in Workplace Coaching Level 1* or
- > *Micro-credential in Workplace Coaching Level 2*

If you don't choose to complete the assessments, you will receive a Certificate of Completion upon successfully completing all required elements.

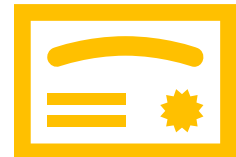


## Pathway to MBA

Successfully completing both *Workplace Coaching Level 1* and *Workplace Coaching Level 2* micro-credentials, will not only provide you with valuable skills, but you can also receive credit towards a topic in Flinders University's esteemed MBA or Graduate Certificate in Business Administration program, subject to entry requirements.

## What is a micro-credential?

Micro-credentials are short courses that focus on specific areas of study and provide a verified assessment of skill competency. Unlike lengthy qualifications, micro-credentials are bite-sized, allowing you to pick and choose the topics of interest without committing to longer and more traditional forms of study. They can be taken as standalone units or you can stack multiple micro-credentials to create a larger evidence of study.



## What is the advantage of doing a micro-credential?

One of the significant advantages of earning a micro-credential is the recognition it holds. Endorsed by Flinders University, your learning is acknowledged at a postgraduate level, and validated by a reputable, approved provider.



## Professional accreditation

Although a universally acknowledged professional qualification for coaches doesn't exist, our program aligns with the International Coaching Federation (ICF) core competencies, and completion of Level 1 & 2 provides 61 hours of coach specific training which may count towards ACC coach credentialing through the ICF portfolio pathway.

# WHY STUDY WITH US?

## **We provide face-to-face delivery.**

The core parts of the training are delivered face-to-face. Why? In-person learning provides immediate feedback, fosters collaboration, and cultivates a deeper, more impactful learning experience. Our participants enjoy the energy, sharing insights, and building lasting connections with peers and facilitators.

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## **Our approach is learn by doing – so you can be competent and confident to apply your skills immediately.**

Our teaching is underpinned by leading edge theories and approaches to coaching, but we avoid complicated theory or theory overload! Instead, our training is immersive and hands-on - each workshop is intentionally designed to provide you time to try out a new concept and reflect during and in between sessions. In practice sessions, we use current real work issues - there are no role plays – and you get feedback from other participants and our facilitators. This approach helps you build competence and confidence, so you are coaching straight away.

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## **Our courses are aligned to industry standards.**

The courses are firmly grounded in the International Coaching Federation's (ICF) latest core coaching competencies and ethics - providing assurance and credibility of alignment to the international professional standards of coach training.

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## **Taught by two professional coaches.**

Two coaches co-facilitate throughout the whole program, ensuring you have the support, differing experiences, and feedback that you need.

Our coach facilitators are professional ICF credentialed coaches with extensive experience bringing leading edge skills and knowledge to coach training.

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## **Supportive environment.**

This isn't a one-size-fits-all program. We use and model a strengths-based approach, and focus on individualised professional growth, offering steadfast support every step of the way.

We set the stage for relaxed and effective learning - a stress-free zone where you can be your authentic self—open, curious, and creatively engaged.

Post workshop we provide mentoring and supervision in our virtual sessions. This means you can apply your newfound skills in real scenarios and then come back to get feedback and address any questions you've got.

# OUR COACH FACILITATORS

## Inta Sellick, PCC, Head Coach

Leadership Coach, Facilitator and ICF Mentor Coach



Inta is a Professional Certified Coach (PCC) with the International Coaching Federation and Founding Director of Coach Studio Pty Ltd. She is an experienced leadership **coach, team coach, facilitator, trainer and an ICF mentor coach.**

For over 5 years Inta has held the ICF Australasia roles as Director Australia, ICFSA President, Professional Standards Committee member and represented SA at ICF Global Leadership Forums. With over 1,000 coach hours and 18 years' experience in leadership and coaching, her work focuses on developing the potential of leaders and coaches globally.

Inta delivers results with her clients and is known as a wise, inspiring, passionate and knowledgeable coach and trainer who has real integrity. As a transformational coach with a strengths-based approach she has the ability to gently stretch people out of their comfort zones to discover what they are truly capable of.

Inta is the Founding Director and Principal Coach of Coach Studio Pty. Ltd. and creator of Coach Leader and Spread Your Coaching Wings. Her experience spans over 20 years diverse corporate, multi-national, government and NFP sectors in healthcare, education, transport, manufacturing, legal, tv/arts industries to mention a few. She has held associate coach roles with Swinburne University and international coaching organisations as coach trainer and leadership coach.

**Qualifications:** Professional Certified Coach since 2013 with ICF, ICF mentor coach, Graduate & Executive Coaching Training with Results Coaching Systems (NeuroLeadership Group), certified Team Coach and accredited in The Leadership Circle framework.

## Kath Milne, PCC

Executive/Leadership Coach, Facilitator and Management Consultant



Kath is an Executive /Leadership Coach, Facilitator and Management Consultant with extensive experience in leading major business operations internationally and in Australia.

Kath specialises in leadership development and supports clients to gain self-awareness, clarify goals, achieve their development objectives, unlock their potential, acts as a confidential sounding board and supports them to make the changes needed.

Kath also has a passion for facilitating and coaching to support transformational change in complex environments and is highly skilled in leading cultural change. She facilitates leadership development programs that change thinking and behaviour and supports these with strengths-based developmental coaching.

**Qualifications :** Professional Certified Coach (PCC), with ICF; a Chartered Manager and Fellow, (CMgr FIML) Institute of Managers and Leaders; a Fellow and Certified Practitioner Member, (FCPHR) Australian Human Resources Institute; and a Graduate Member of Australian Institute of Company Directors.

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*The facilitators are 100% committed to the benefits of coaching and how it can benefit others and sometimes transform lives. Their enthusiasm is infectious and motivating.*

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## Sarah Griffen, ACC

Co-facilitator and Leadership Coach



Sarah is a Leadership Coach, Facilitator and HR Consultant with extensive experience in leading business operations. She is a professional coach credentialed with the International Coaching Federation as an Associate Certified Coach (ACC).

With over twenty years' experience as a Senior HR leader in iconic South Australian businesses, and now Director of her own business, her passion for delivering great outcomes for organisations is underpinned by an unwavering dedication to developing talent.

She is uniquely placed to support both business and individuals with services that drive peak performance whilst creating the space for people to be happy and fulfilled at work. This delivers values led, leadership focused and high-performance driven outcomes.

As a Leadership Coach, Sarah's philosophy is that with a sense of curiosity and an open mindset to what life has to offer – that everyone can flourish, be successful and have a career with meaning and purpose. She is passionate about working with the unique strengths of people and leaders to allow them to shift their thinking and live into their potential. Sarah is an unashamed optimist, with an open, encouraging and intuitive style. Her personal blend of humour, practicality and positivity brings honesty and pragmatism to her approach and creates an environment of safety and trust.

**Qualifications:** Masters in Human Resources Management (Organisational Change Management) a Certificate in Applied Neuroscience and accredited in a diverse range of profiling tools.

## WHAT PARTICIPANTS HAVE SAID

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*Action packed days but with plenty of reflection / feedback time and opportunity to embed the learning. Rarely get that opportunity in other training. Very positive, affirming, encouraging, supportive, constructive - with clear methodology and process that was engaging, challenging, and acknowledging of attendees.*

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*Especially value the simple yet powerful models. The coaching model is fabulous; very helpful and it works so well. Both are excellent facilitators, excellent communication, rapport, pace, clarity and time for exploration. Great having two facilitators.*

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*Rich and insightful! I have learnt so much had so many insights, discovered more about myself and developed new skills. The facilitators are incredibly knowledgeable and so generous with sharing their wisdom. Both maintained great energy throughout and I enjoyed their humour and honesty.*

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# COURSE DATES

## LEVEL 1 – February 2024 Intake

### Workshops

19, 20 + 21 February 2024  
8.30am - 5pm

### Virtual Sessions

6 + 20 March 2024  
12:30pm – 2:00pm via Zoom

## LEVEL 2 – April 2024 Intake

### Workshops

8 + 9 April 2024  
8:30 am – 5:00pm

### Virtual Sessions

23 April, 7 + 23 May 2024  
12:00 pm – 2:00pm via Zoom

## LEVEL 1 – May 2024 Intake

### Workshops

20, 21 + 22 May 2024  
8.30am - 5pm

### Virtual Sessions

5 + 19 June 2024  
12:30pm – 2:00pm via Zoom

## LEVEL 2 – July 2024 Intake

### Workshops

1 + 2 July 2024  
8:30 am – 5:00pm

### Virtual Sessions

16 + 30 July, 13 August 2024  
12:00 pm – 2:00pm via Zoom



**All courses are held at Flinders University's new Festival Plaza Campus!**  
Executive Education Suite, Level 14, Flinders University's Festival Plaza Campus,  
Station Road, Adelaide (between the Railway Station and Parliament House)





# INVESTMENT

## Investment includes:

- Pre-work material, workshop days & virtual sessions
- Refreshments and lunch at workshop days
- Comprehensive workbook
- Two professional coach trainers
- Micro-credential Certificate

LEVEL 1	LEVEL 2	LEVELS 1+2 PAID TOGETHER
<b>Early bird</b> <i>Register before 8 January 2024 for February course or before 8 April 2024 for May course</i> <b>\$3 100 per person</b>	<b>Early bird</b> <i>Register before 26 March 2024 for April course or before 27 May 2024 for July course</i> <b>\$2 300 per person</b>	<b>Early bird</b> <i>Register before 8 January 2024 for February course or before 8 April 2024 for May course</i> <b>\$5 200 per person</b>
<b>Standard</b> <b>\$3 400 per person</b>	<b>Standard</b> <b>\$2 500 per person</b>	<b>Standard</b> <b>\$5 600 per person</b>
<b>Flinders Alumni</b> <b>\$3 200 per person</b>	<b>Flinders Alumni</b> <b>\$2 350 per person</b>	<b>Flinders Alumni</b> <b>\$5 400 per person</b>

These courses are GST exempt.

Flinders University reserves the right to change pricing for future courses.

## For teams or organisations

If you have three or more team members who are keen to upskill with Workplace Coaching, get in touch to discuss pricing. For large groups, we can also deliver and contextualise this course exclusively for your organisation.

# ENROLMENT

[Click here](#) to enrol

or visit the Short Course page on Flinders University's website.

## For enquiries, contact:

Tammy Joachin, Head, Executive Education

[tammy.joachin@flinders.edu.au](mailto:tammy.joachin@flinders.edu.au)

0401 002 719

## Terms

- Your payment secures your place and is required in full before commencement.
- All cancellations/transfers must be received in writing to [tammy.joachin@flinders.edu.au](mailto:tammy.joachin@flinders.edu.au)
- Refunds will not be given unless at least 10 working days' notice prior to program commencement.
- 10% of total cost will be deducted for admin costs on refunds.
- Full policy on Flinders University website.

