



vibrant**faith**

2023

VIBRANT FAITH

STUDENT TRAINING GUIDE

COACHING CHANGE IN LEADERS, TEAMS,
COHORTS, AND CONGREGATIONS



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General Disability Policy

Vibrant Faith Coaching School supports individuals with disabilities and is committed to providing disabled individuals access reasonable accommodations. In addition, Vibrant Faith Coaching School prohibits discrimination on the basis of disability and ensures equal opportunity for all qualified

individuals with disabilities. Vibrant Faith Coaching School is committed to providing reasonable accommodations in compliance with all local, state/territory, and federal laws. Individuals with questions about this policy, or who wish to request accommodation should contact Jim LaDoux at jladoux@vibrantfaith.org or Dr. Felix C. Villanueva at drfelix@discoverwonderment.com.

Our goal is to create a learning environment which meets the needs of each individual student. We are able to accommodate a variety of learning disabilities to make our program more accessible. Please contact Jim LaDoux at jladoux@vibrantfaith.org or Dr. Felix C. Villanueva at drfelix@discoverwonderment.com before enrolling to determine if your needs can be met.

Non-Discrimination Policy

It is the policy of Vibrant Faith Coaching School that:

- Recruitment and hiring of all personnel are conducted without discrimination against any individual with regard to race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All staff and personnel will not discriminate against any employee or participant because of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All individuals are welcome to participate regardless of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All employees, students, and other participants should be able to enjoy an environment free of discrimination and harassment. This includes, but is not limited to, discrimination or harassment in the areas of race, age, religion, color, creed, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status. Our organization does not and will not tolerate conduct by any employee, student, volunteer, contractor, visitor, or vendor which unreasonably interferes with an individual's ability to learn in a welcoming environment.

Participants who wish to report discrimination are encouraged to follow the grievance policy outlined under the "Grievance Policy" in the Vibrant Faith Policies Manual. Vibrant Faith Coaching School will promptly investigate all claims and reports of inappropriate conduct.

Diversity, Inclusion, Belonging, and Justice (DEIJ) Statement

As a member of the International Coaching Federation (ICF), Vibrant Faith Coaching School subscribes to the principles and values set forth by ICF regarding Diversity, Inclusion, Belonging, and Justice. Staff, facilitators, coaches, and students are expected to align themselves to these values while part of Vibrant Faith Coaching School.

Our mission is to equip, encourage, and inspire coaches to help individuals and organizations become better versions of themselves by teaching and demonstrating how to embed ICF's Core Competencies into every coaching conversation and relationship. We seek to launch coaching students on a journey of personal transformation and coaching mastering as they move toward becoming ICF-certified coaches. To do this, we must reflect on our blind spots and be aware of opportunities for improvement. We cannot ignore the challenges that many coaches and coaching clients face due to systemic problems in their communities.

As members of the ICF community, we ascribe to the core values of integrity, excellence, collaboration and respect. The foundation of these values is a shared commitment to diversity, inclusion, belonging and justice.

We will place diversity, inclusion, belonging and justice at the forefront of every decision we make within our school. As we continue the journey toward our vision, we will recommit ourselves to valuing the unique talents, insights and experiences that every coach and student brings to the world.



Grievance Policy

Vibrant Faith Coaching School seeks to ensure equitable treatment of every person and to attempt to solve any grievances in a timely and fair manner. Participants have the right to file a grievance regarding presentation or content, facility concerns, or instructor/faculty behavior. All grievances will be addressed to the best of our ability to prevent further problems. A process for filing grievances can be found below:

- A participant should first attempt to resolve the issue directly with the educator/trainer, staff, or participant with whom they have an issue. If participants are not comfortable approaching the individual, they can proceed to step 2.
- If participants are not comfortable approaching the individual with whom they have a grievance, or are unable to resolve the issue directly, participants should submit a written grievance to the program manager within (7) days. The program manager will review the issue and talk to the student within (10) days of receiving the complaint. The program manager will work with all parties involved to resolve the issue.

If a participant does not feel the issue is resolved, a written request for an appeal should be sent to Jim LaDoux at jladoux@vibrantfaith.org for review. This appeal should include the original complaint and reason(s) the participant is unsatisfied with the resolution attempt(s). Appeals are reviewed and a written response will be provided to the participant within (30) days. All appeal decisions are final.

Participant Enrollment Policy

Success in our program requires full commitment by all participants. By enrolling in this course, participants agree to being fully present during all sessions and participate to the best of their ability. This includes arriving on time, abiding by the code of conduct, and engaging in course activities.

Attendance: Your consistent participation is vital to your success in our programs and courses. Please make every effort to keep your commitment. However, we understand emergencies happen.

- On-Site Training
- Attendance is required for a minimum of 80% of the event.
- Online Classes
- You are permitted to miss 4 hours of training for ACC- or PCC-level coaching schools and still receive credit for the entire program.
- Any class time beyond one class (4 hours) that is missed needs to be made up. Contact your instructor for dates and times that the classes that you missed will be offered again. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session outside the live session to make up for the missed session.
- Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and **Vibrant Faith Coaching School**.

Confidentiality: This is a requirement of coaches as well as clergy, church leaders, and ministry staff. We expect a high level of confidentiality from you. This includes, and is not limited to:

- Not breaching confidentiality related to what students and say do as part of the course.
- Taking reasonable actions to protect your course materials, notes, etc.
- Not recording audio or video of any activity, including on-site classes, webinars, trainings, etc.
- Not sharing personal information that is revealed during class sessions

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Email: Please show your respect for the coaching school community, including faculty, trainers, students, and graduates, as well as the administrative support team, by NOT sending unsolicited emails or promotional emails.

Course Engagement: Our courses are designed to be interactive and engaging for our participants. It is therefore an expectation that you participate in course activities, including dialogue with the course instructor and peers, mock coaching activities, and experiential learning exercises. If you are unable to participate in an activity, please inform your instructor as soon as possible. Please refer to the code of conduct for additional details.

Code of Conduct: Participants are expected to conduct themselves in a professional manner during all sessions. This includes, but is not limited to:

- Arriving on time to all sessions.
- Attending all live sessions and mentor coaching sessions.
- Having your camera on for virtual live sessions.
- Participating fully in all sessions and mentor coaching sessions. This includes being prepared for the session, involving yourself in discussions and activities, assuming responsibility for your learning, and contributing to the learning of others.
- Engaging in discussions with integrity and honesty.
- Being respectful of your fellow participants and instructors, including silencing your cell phone, not texting, and other disruptive behaviors.
- Embracing diversity and inclusion while respecting the dignity and humanity of others.

Partial Completion Policy

At this time, we are not able to offer credit for partial completion of a course. You must complete the entire course to receive credit. Individuals with questions about this policy are encouraged to contact Jim LaDoux at jladoux@vibrantfaith.org.

Payment/Fees Policy

All registrations are secured on a first-come, first-served basis. Your registration in a course is dependent upon receipt of full payment. We accept different types of payment. Please contact Vibrant Faith for payment options. All payment will be in **US Dollars**.

Refund Policy

Cancellation of a course must be made a minimum of 14 **business days** prior to the course to be eligible for a full refund. Cancellations made less than 14 **days** before the course will be charged a nominal \$25.00 USD administration and processing fee and must reschedule another class within their program based on availability. Written notice of cancellation shall be effective on the date the withdrawal is received by **Vibrant Faith Coaching School**. Refunds will be made within **30 days** following receipt of cancellation or withdrawal requests.

A 24-hour notice is required when canceling an Individual Mentor Coaching session. Those who do not give a 24-hour notice will be charged the full amount for the session.

Registration Modifications

Modifications to registration, including substitutions of participants or transfer of course dates, must be completed at least seven days before the program date. Participants may contact **Vibrant Faith Coaching School** to modify their registration at jladoux@vibrantfaith.org. Course changes will be allowed as long as there are spots available.

Transfer of Credit Policy

If you have completed a Level 1 program at another organization, we will apply your completed credit hours to your Level 2 program. You must provide documentation of your Level 1 completion, including the organization, number of hours completed, completion certificate, and contact information for the organization or trainer. You may be asked for additional details or documentation on an as-needed basis. Please contact **Jim LaDoux** at jladoux@vibrantfaith.org for more information.

Illness Policy

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meetings. If you have an emergency or become ill and are not able to attend a coaching session, please contact your instructor and Jim LaDoux immediately. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session. If you need to miss more than 4 **hours** of the course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course. If you miss more than 2 **hours** of mentor coaching, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching Federation requirements. Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and Vibrant Faith Coaching School.



Our Environment for Learning

We strive for a learning environment where everyone can be successful. Let's respect the learning styles of those around us. Discussions, questions, and comments relevant to the topic at the time are welcomed and a vital part of the learning process. Your participation is essential to your overall experience.

What to Expect: On-Site Training

Get ready to practice coaching. Be prepared to participate onsite and online!

- Be prepared with coaching topics to be coached on during the event so that you can practice your coaching skills.
- Dress code is casual attire; jeans and comfortable shoes are acceptable. Facility temperatures vary so consider bringing clothing you can layer to compensate for cool or warm temperatures.
- Electronics:
 - Laptops are permitted, provided you are using it for training purposes, such as taking notes. Please do not use your laptop for tasks not related to training, such as checking email. It diverts you from your purpose and distracts others.
 - We acknowledge the modern day need for mobile devices, e.g., smartphones. Please be considerate to everyone and put devices in a silent mode.
 - Should an emergency require your attention, please leave the room and attend to the issue before returning to your session.
 - Facilities vary therefore we cannot guarantee internet access.
 - Since facilities differ from location to location, we cannot estimate the number of electrical outlets. You may want to bring a power strip.
- Emergencies:
 - After registering and before training begins, if you are unable to attend please contact your instructor or leave a message at hello@vibrantfaith.org.
 - During a training event, if an emergency should happen to arise, please contact the faculty member leading the event as soon as possible or email the office manager at hello@vibrantfaith.org.
- Meals are not provided unless your host or faculty member has communicated different arrangements.

What to Expect: Online Classes

Get ready to practice coaching. Get set to participate and to share and receive feedback from other students.

- Before registering for online classes we recommend you compare the class days and times with your calendar. If a class is going to conflict with other obligations, consider selecting a different class.
- Approximately two weeks prior to a class, you will receive a welcome message from your instructor. The message may include:
 - Class expectations
 - Outline of course materials
 - Pre-class preparation
- Access to online course
 - You will be provided access codes and links to password-protected sites. Save this information for future reference.
 - Once you're enrolled, you'll receive more details about the course and how to prepare for the training.
 - You'll receive more details about ways to introduce yourself and interact with other students.

- Advice for your online class
 - Eliminate or at least reduce distractions as much as possible. We need your undivided attention. Find a quiet location, do not multi-task, and focus on the class.
 - If you are using your computer for audio, you will need a headset. If using your phone, please use a phone with a good connection. Static and dropped calls are a disruption for everyone.
 - Please sign into the class 5 to 10 minutes before the scheduled class start time.
 - Put your microphone on mute when you are not talking.
 - When it is your turn to speak, remember to unmute your microphone! Then begin with your name and proceed with your conversation. When you are finished speaking, mute your microphone.
- Requirements to fulfill for credit for the class:
 - Sign into the class 5 minutes before the class begins. Check in with your instructor. If you sign into the class more than five minutes after the session starts you may be marked absent.
 - Please remain in the class for the full duration of the session.
 - Be prepared to share your takeaways, learnings and questions following each class via the online learning platform.
 - Please complete and submit a class evaluation. Your feedback and suggestions are very valuable to us!

Resources

The Faculty: They are happy to help you and can be a wealth of information.

Mentor Coaching: You are required to work with a Mentor Coach for a minimum of 10 hours. There is an additional fee for this service. A directory of mentor coaches is available on the website. (vibrantfaith.org/coaching-school)

The **Coaching School Manual**. The Appendix section at the back of the manual contains additional materials.

The “**Resources**” section found on the Coaching School website is constantly updated. Also take time to read recent blogs related to coaching.

If you have additional questions about Vibrant Faith’s Coaching School policies, please contact:



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