



Level 1 Coach Training

ICF-Accredited Foundational Coach Education Program · Course Syllabus

COURSE INFORMATION

Program: ICF Level 1 Accredited — Foundational Coach Education (ACC)

Format: 50% synchronous — live Zoom classes + observed practice + individual mentoring

Duration: 7-week cohort (Week 1 – Week 7) · 60 total hours (30 synchronous / 30 self-paced)

Live Classes: Tuesdays 1:30–3:30 pm CST with Sara Moles, PCC

ICF Group Mentoring: Mondays 12–1 pm CST

Group Supervision: Mondays 11am–12pm CST

Office Hours: Mondays 9–10am & 2–3pm CST

Tuition: €2,500 one-time · Klarna Pay-in-3 available

Completion Window: Minimum 12 weeks · Maximum 4 years

The live class schedule runs seven weeks; full program completion — including all mentoring hours — takes a minimum of 12 weeks and must be completed within 4 years.

YOUR INSTRUCTORS

CO-INSTRUCTOR · CLASSES

Sara Moles, PCC

Lead class facilitator

CO-INSTRUCTOR · MENTOR ·

SUPERVISOR · EVALUATOR

Dr. Lisa Leit, MCC

Founder, Happy Whole Human

CREDENTIAL PATH

ICF Associate Certified Coach (ACC)

● Course Description

This 60-hour International Coaching Federation (ICF) Level One accredited coach training program meets the educational requirements for an Associate Certified Coach (ACC) Credential. The program is **50% synchronous**: of its 60 total hours, 30 are live, interactive hours and 30 are self-paced. It includes **over 10 hours of ICF mentoring — three of which are 1:1 with Dr. Lisa Leit, MCC** — plus a **performance evaluation**, satisfying ICF's mentoring and performance-evaluation requirements for credentialing. Participants learn the ICF Core Competencies, Code of Ethics, and foundational Happy Whole Human® (HWH) coaching tools through live classes with Sara Moles, PCC, and mentoring, supervision, and evaluation with Dr. Lisa Leit, MCC. Through live classes, mentoring, and supervised practice, you will develop the skills to confidently conduct client sessions and pursue ICF Associate Certified Coach credentialing.

● How Your 60 Hours Break Down

A balanced 50 / 50 program — 30 hours live and interactive, 30 hours self-paced.

SYNCHRONOUS

30 hrs · 50%

14 hrs

Seven live **2-hour classes** with Sara Moles, PCC (Tuesdays 1:30–3:30 pm CST)

10 hrs

ICF Group Mentoring — Monday drop-ins with Dr. Lisa Leit, MCC

3 hrs

1:1 ICF Mentoring with Dr. Lisa Leit, MCC

3 hrs

Group Supervision — Monday drop-ins with Dr. Lisa Leit, MCC

Includes **10+ hours of ICF mentoring** (three of which are 1:1) and a **performance evaluation** — satisfying ICF requirements for credentialing.

ASYNCHRONOUS · SELF-PACED

30 hrs · 50%

● **Required reading:** *Coaching the Happy Whole Human®: Foundations of ICF-Aligned Coaching Practice* — the craft book, **available on Amazon**.

● **Required reading:** Level 1 Coach Certification Workbook (provided by the HWH Institute).

● **Level 1 *Coaching the Happy Whole Human®* eCourse.**

● **ICF resource review** (happywholehuman.com/icf-resources): the ICF Core Competency Framework, ICF Code of Ethics, ICF Insights & Considerations for Ethics, ICF Referring a Client to Therapy — A Set of Guidelines, the **ICF AI Coaching Framework and Standards**, and the relevant ICF Candidate Guide(s).

● **Interactive work with ICF skills agents** on the Ovida AI platform (elective).

● Learning Outcomes

By the end of this course, participants will be able to:

- ✓ Apply the **ICF Core Competencies** and **Code of Ethics** in coaching sessions.
- ✓ Conduct **intake, midstream, and conclusion sessions** using the HWH protocols.
- ✓ Set **SMART goals** and use the **GROW model**, coaching funnel, and micro-goal strategies.
- ✓ Ask powerful, open-ended questions and facilitate significant client conversations.
- ✓ Demonstrate ethical practice in screening, referrals, and contracting.

● Weekly Class Schedule

Seven live 2-hour classes with Sara Moles, PCC · Tuesdays 1:30–3:30 pm CST

1

WEEK

Welcome, Orientation & the ICF Coaching Core Competency Model

TOPICS & ACTIVITIES

- Welcome & Introductions
- Orientation
- Overview of ICF and the ICF Coaching Core Competency Model

HOMEWORK / PREPARATION

- Review ICF Code of Ethics
- ICF Core Competencies and ICF PCC Markers
- ICF Credentialing Requirements

Competency 2: Embodies a Coaching Mindset

2

WEEK

ICF Code of Ethics, Screening & Referrals, Discovery Calls

TOPICS & ACTIVITIES

- ICF Code of Ethics
- Screening & Referrals
- Practice Discovery / Screening Calls

HOMEWORK / PREPARATION

- Submit prep homework via eCourse assignments module upload:
- Training goals statement
- Intake Forms (2)
- Customized Contract

Competency 1: Demonstrates Ethical Practice

3

WEEK

Intake Forms, SMART Goals & the Introductory Session Protocol

TOPICS & ACTIVITIES

- Practice going over Intake Forms
- SMART Goals
- Common Question Types
- OPUS Agenda
- Introductory Session Protocol

HOMEWORK / PREPARATION

- Review Introductory Session Protocol & listen to Introductory Session demo
- Use Ovida Skills Agent to practice

Competency 3: Establishes & Maintains Agreements 3.1, 3.2, 3.3, 3.4

4

WEEK

In-Class Practice: Introductory Session & Conclusion Session Protocol

TOPICS & ACTIVITIES

- In-class practice: Introductory Session
- Conclusion Session Protocol

HOMEWORK / PREPARATION

- Review Conclusion Session Protocol & listen to Conclusion Session demo
- Use Ovida Skills Agent to practice

Competency 4: Cultivates Trust & Safety 4.1, 4.2, 4.3, 4.4

5

WEEK

Conclusion & Midstream Sessions, GROW Model & Coaching Funnel

TOPICS & ACTIVITIES

- In-class practice: Conclusion Session
- Midstream Session Protocol & conducting the Midstream Session
- Significant Conversations · GROW Model · Coaching Funnel · OPUS Agenda
- Client-Driven Micro SMART Goals (the “WHAT”)
- Opening & Closing Sessions · Open-Ended Questions
- Sharing Resources, Insights & Tools

HOMEWORK / PREPARATION

- Review Beginner & Advanced Suggested Language & listen to two demos
- Use Ovida Skills Agent to practice

Competency 8: Facilitates Client Growth 8.1–8.9

6

WEEK

In-Class Practice: Midstream Session

TOPICS & ACTIVITIES

- In-class practice: Midstream Session

HOMEWORK / PREPARATION

- Use Ovida to practice a recorded midstream session (with Lisa as observer)
- Use Ovida Skills Agent to practice

**Competency 5: Maintains Presence 5.1–5.5 ·
Competency 6: Listens Actively 6.1–6.7**

7

WEEK

Putting It All Together, Next Steps & Comprehension Test

TOPICS & ACTIVITIES

- Conclusion Class: Putting It All Together and Next Steps
- How to Apply for ICF Credential
- Taking the ICF Exam · Preparing for ICF Mentoring
- In-class HWH Comprehension Test

HOMEWORK / PREPARATION

- Use Ovida to practice another recorded midstream session (with Lisa as observer)
- Use Ovida Skills Agent to practice
- Study for HWH Final Exam

Competency 7: Evokes Awareness 7.1–7.8

● ICF Mentoring & Performance Evaluation

Your enrollment includes three 1:1 ICF mentoring hours with Dr. Lisa Leit, MCC · Schedule at happywholehuman.as.me/icf-mentoring

What's included in your Level 1 enrollment

- › Three **1:1 ICF mentoring hours** with Dr. Lisa Leit, MCC.
- › **5 hours of Ovida AI Lens meetings**, which provide a transcript and AI feedback on your coaching.
- › **Unlimited Ovida interactive role-playing** and help with the ICF Core Competencies.

Before each 1:1 mentoring session (48-hour prep)

At least **48 hours prior** to your scheduled 1:1 with Lisa, record a 20–60 minute coaching session as an Ovida meeting and add Lisa as an observer using her email: lisa@happywholehuman.com. Then email her to let her know which Ovida recording to review. She will listen to the session and provide written feedback using the ICF **PCC Markers** before your mentoring conversation.

Cancellation policy

You may cancel or reschedule a 1:1 with **24 hours' notice or more at no charge**, as often as you need. Every participant has **one grace** late cancellation or no-show (less than 24 hours' notice). After that, the session is forfeited and any make-up private mentoring session is charged at **€150 per hour**.

Performance evaluation

At least one 20–60 minute midstream coaching session must pass at **ACC level**, as rated by Dr. Lisa Leit, MCC.

Your tuition includes **four months of HWH Pro Membership** at no additional charge — this is how you access the Monday drop-in sessions that make up your synchronous hours. **Pro Membership billing begins after month 4**, continuing at **€99/month** until cancelled. Level 1 may be completed in as little as **12 weeks** and must be completed within **4 years**. Prefer an all-access route? **Coach Club All-Access** (€12,000 one-time + €299/year) already includes Level 1, ICF Group Mentoring, and Group Supervision.

● Monday Drop-In Sessions

A full day of live, drop-in support with Dr. Lisa Leit, MCC · all times CST

9–10 AM
OFFICE HOURS

11 AM–12 PM
GROUP SUPERVISION

12–1 PM
ICF GROUP MENTORING

2–3 PM
OFFICE HOURS

Office Hours with Dr. Lisa Leit, MCC

Mon 9–10 AM & 2–3 PM

A weekly drop-in offering direct access to Dr. Lisa Leit for personalized guidance, questions, and support. Whether you're navigating a challenging client situation, seeking clarity on coaching concepts, working through your credentialing journey, or simply looking for a trusted sounding board, show up with whatever is on your mind and leave with clarity, direction, and renewed confidence. Informal by design — a warm, candid space to connect directly with Dr. Leit.

Open to enrolled HWH students, HWH Coach Club, and HWH Pro members.

HWH Weekly Group Supervision

Mon 11 AM–12 PM

A dynamic, reflective 60-minute session facilitated by Dr. Lisa Leit, ICF MCC, ACTC, EMCC SP + ESIA. Rooted in HWH's holistic Agile Wellness approach — Inspect, Adapt, and Improve — it offers a safe, confidential space to reflect on your practice and grow alongside peers. Sessions may address client case challenges, ethical dilemmas, coaching methodology, self-care and boundaries, team and relationship coaching dynamics, and business development.

Counts toward ICF Continuing Coach Education (CCE) units for renewal.

ICF Group Mentoring

Mon 12–1 PM

A structured, supportive environment to develop and refine your skills in alignment with ICF standards. Each session centers on one coach delivering a live, 30-minute midstream coaching session — real, observed practice rather than simulation. The presenting coach then receives written and oral feedback grounded in the ICF PCC Markers via a standardized online observation form. The drop-in format lets you participate as presenter or observer — both offer meaningful learning.

Guided by Dr. Lisa Leit, MCC, Mentor Coach.

● Evaluation & Certification

To earn your HWH Level 1 certificate, you must complete all of the following:

Complete the eCourse: finish the *Coaching the Happy Whole Human®* eCourse in full.

Attend all seven live classes — or watch the class recording and make up the synchronous hours through Monday drop-in sessions.

Submit three coaching recordings: record three 20–60 minute coaching sessions in Ovida, each with lisa@happywholehuman.com added as observer at least **48 hours** before your 1:1 mentoring sessions.

Pass the eCourse comprehension test.

Pass the ACC-level performance evaluation, as rated by Dr. Lisa Leit, MCC. If you do not pass during your included mentoring hours, you may continue to attempt the evaluation at **€150 per hour**.

Complete your ICF mentoring: 10+ ICF mentoring hours (with at least three 1:1) within the program completion window (minimum 12 weeks; maximum 4 years).

● Your Path to the ICF ACC Credential

Beyond your 60 training hours — log your practice hours, earn your credential, and apply to the ICF.

1

Complete your 60 hours of training

Your 60 training hours include your 10 ICF mentoring hours (with three 1:1 sessions) and your ACC-level performance evaluation.

2

Earn your HWH badge & certificate

Once you complete training and pass the evaluation, you receive a digital badge and certificate issued through **Accredible**.

3

Log 100 coaching practice hours

In addition to your training hours, conduct **100 hours of ICF-aligned coaching** and log them using the **ICF Coaching Log Template**.

Connect with other HWH coaches in the HWH Coaches Circle at community.happywholehuman.com to trade practice hours.

4

Apply to the ICF — Level 1 path

With your 100 hours complete, **apply through the ICF Level 1 path**: pay the application fee, upload your HWH certificate, and attest that you have conducted 100 hours of ICF-aligned coaching. If the ICF audits your application, you'll upload your coaching practice log.

5

Schedule your ACC exam

After your application, you'll be prompted to schedule your ACC exam — the final step toward your ICF Associate Certified Coach credential.

● Required Technology

Zoom

Camera & microphone on, please. Join via the Zoom client app (desktop or mobile) so you can be assigned to breakout rooms and work in pairs.

Ovida

Recorded coaching sessions, AI Lens feedback & ICF skills agents — coaching.ovidia.org

Miro & Mentimeter

Guest access for collaborative in-class activities.

Wufoo Form

ICF coaching observation form — happywholehuman.wufoo.com

HWH Circle Community

Community hub for eCourses, program access & the HWH Coaches Circle — community.happywholehuman.com

WhatsApp

Optional — to join our HWH community groups.