



HAPPY WHOLE HUMAN® INSTITUTE OF HOLISTIC WELLNESS

HWH® Level 1 Coach Training

Foundations of ICF-Aligned Coaching Practice

60-Hour Hybrid Training · the "Coaching the Happy Whole Human®" pathway

CREDENTIAL EARNED: HWH® CERTIFIED LEVEL 1 COACH

60-HOUR HYBRID TRAINING · ICF LEVEL 1-ACCREDITED · MEETS ACC COACH-EDUCATION
REQUIREMENT

7-WEEK CLASS + SELF-STUDY + ICF MENTORING + COACHING SUPERVISION

60-HOUR HYBRID TRAINING · ALL FOUR COMPONENTS REQUIRED FOR COMPLETION

COMPONENT 1

14 hrs

7-Week Live Class
with Sara Moles, PCC

COMPONENT 2

30 hrs

Self-Study
eCourse, book,
workbook, Ovida

COMPONENT 3

13 hrs

ICF Mentoring
10 group + 3 individual
(Dr. Leit)

COMPONENT 4

3 hrs

Coaching Supervision
Monday group sessions

Attending the 7-week live class alone does not complete Level 1. The 14 live-class hours are one of four required components. All four components (60 hours total) are required for HWH Level 1 completion and to satisfy the ICF ACC coach-education requirement.

EXIT COMPETENCY 1

ICF-Aligned Foundational Coach

Conducts intake, introductory, midstream, and conclusion sessions using the HWH protocols and the 2025 ICF Core Competencies, at ACC-level observable skill.

EXIT COMPETENCY 2

Ethical Practice and Scope Discernment

Screens, contracts, and refers with clarity across the arc of a coaching engagement. Trained in the 2024 ICF Code of Ethics and the HWH Role-Integrity Scope Check.

How graduates may describe themselves: an "HWH® Certified Level 1 Coach" with ICF Level 1-accredited coach training that satisfies the coach-education requirement for the ICF Associate Certified Coach (ACC) credential. Graduates should not hold themselves out as ACC, PCC, or MCC credentialed unless they separately complete the ICF's experience, application, and examination requirements.

Training hours vs. coaching practice hours. The 60 HWH Level 1 hours are your *training* hours. They are separate from the ICF coaching practice hour log (100 hours for ACC, 500 for PCC), which you build in your own client work and submit later as part of your ICF credential application. Level 1 does not include, and is not counted toward, ICF coaching practice hours.

SCHEDULE · WHEN YOU SHOW UP LIVE

- **Live classes:** One two-hour live Zoom class per week · Week 1 through Week 7 · day and time set per cohort
- **ICF Group Mentoring:** Mondays 12:00 to 1:00 p.m. CST (drop-in) · attend 10 sessions
- **Group Supervision:** Mondays 11:00 a.m. to 12:00 p.m. CST · attend 3 sessions · Business Development focus every fourth Monday
- **Individual Mentor Coaching:** three 1:1 sessions with Dr. Lisa Leit, MCC · scheduled with Lisa · *book AFTER Week 5*
- **Office Hours:** Mondays 9:00 to 10:00 a.m. and 2:00 to 3:00 p.m. CST

60-HOUR HYBRID TRAINING · ALL REQUIRED

- **14 hrs** · 7-Week Live Class (with Sara Moles, PCC)
- **30 hrs** · Self-study (eCourse Modules 0 to 22, craft book, workbook, Ovida practice)
- **10 hrs** · ICF Group Mentoring (Monday drop-in)
- **3 hrs** · Individual Mentor Coaching (with Dr. Lisa Leit, MCC)
- **3 hrs** · Group Supervision (Monday drop-in)
- *Coaching practice hours (100 for ACC, 500 for PCC) are separate and come from your own client work.*

COMPLETION WINDOW

- **Live class:** runs 7 weeks
- **Full program completion (including all mentoring hours):** minimum 12 weeks · maximum 4 years
- **Attendance flexibility:** attend all seven live classes, or watch the class recording and make up the synchronous hours through Monday drop-in sessions

TUITION & MEMBERSHIP

- **Level 1 tuition:** €2,500 one-time · *Klarna Pay-in-3 available*
- **Includes:** 4 months of HWH Pro Membership at no additional charge (how you access the Monday drop-in sessions)
- **After month 4:** HWH Pro Membership continues at €99/month until cancelled
- **All-Access alternative:** Coach Club All-Access (€12,000 one-time + €299/year) already includes Level 1, ICF Group Mentoring, and Group Supervision

Enrollment agreement. Enrollment in HWH Level 1 is contingent upon a signed HWH Participant Enrollment Agreement. The agreement covers program terms, tuition, cancellation and refund policy, code of conduct, confidentiality, and other participant expectations.

Course Purpose

The **HWH® Level 1 Coach Training** is a **60-hour ICF-accredited hybrid training program**: a 7-Week Live Class with **Sara Moles, PCC**, combined with self-study and with **ICF Mentoring, Coaching Supervision, and assessment by Dr. Lisa Leit, MCC, ACTC, MCS (ACC, PCC, MCC)**. As this is a hybrid course, both are your Level 1 instructors. All four components are required for course completion. The training prepares coaches to work ethically, skillfully, and confidently with individual adult clients across the natural arc of a coaching engagement, integrating the 2025 ICF Core Competencies, the 2024 ICF Code of Ethics, the ACC Minimum Skills Requirements, and the foundational Happy Whole Human® coaching architecture, including the Human Systems Architecture™, the Carbon Coach stance, the Adult Self in Charge™, and the Inner Committee.

Level 1 is an intensive course that teaches coaches to align their practices to the ICF Core Competency Framework and Code of Ethics to practice as ICF-aligned professional coaches.

Live class is 14 of your 60 training hours. The 7-week class carries the practice field. The eCourse, craft book, workbook, Ovida recordings, mentoring, and supervision carry the other 46 hours. Attending the live class alone is not enough to complete Level 1 or to satisfy the ICF ACC coach-education requirement.

Big design principle · live class is for practice, not lecture. The craft book, the Practitioner Workbook, and the eCourse (Modules 0 to 22, narrated by Clara) carry the conceptual teaching. Live Zoom time is used for demonstration, breakout coaching, observed rounds, feedback, and integration.

THE CORE MESSAGE

The client is Whole, Complete, and Capable. The coach is the container, the process expert, and the reflective mirror. Precision is love. Scope is care. Referral is respect.

Course Architecture

Four architecture pillars organize the whole 60-hour hybrid training. Each is **developed in the self-study** (eCourse, craft book, workbook), **practiced in the 7-week live class**, and **calibrated in ICF Mentoring and Coaching Supervision**. All four components carry every pillar.

A Coaching Mindset and Foundational Stance

Whole, Complete, and Capable. The Carbon Coach. Coaching mindset. The distinction between coaching, therapy, consulting, mentoring, training, and advising.

B Ethics, Scope, Screening, and Contracting

2024 ICF Code of Ethics. Scope of practice and referral. The Coach's Bond. Screening and discovery calls. Engagement-level and session-level agreements.

C Session Architecture: Introductory, Midstream, Conclusion

SMART goals, HWH GPS, OPUS. The introductory session. Opening the midstream in sixty seconds. Cumulative listening. Coaching the What and coaching the Who. The conclusion-session protocol and naming the arc.

D Observable Craft, Evaluation, and ICF Pathway

Presence, active listening, and evoking awareness at ACC-level performance. Mentor coaching, supervision, and observed coaching. ICF ACC credentialing and preview of PCC and MCC.

| Learning Objectives

By the end of Level 1, participants will be able to:

A · COACHING MINDSET AND FOUNDATIONAL STANCE

- Hold the client as Whole, Complete, and Capable while working with real developmental territory.
- Explain and demonstrate the Carbon Coach stance: mutuality, covalence, catalysis, and role integrity.
- Distinguish coaching from therapy, consulting, mentoring, training, and advising in language a prospective client can understand.

B · ETHICS, SCOPE, SCREENING, AND CONTRACTING

- Apply the 2024 ICF Code of Ethics inside real coaching decisions.
- Use the HWH Role-Integrity Scope Check to recognize when a client is asking the coach to work inside a role that is not theirs, and recontract or refer with care.
- Conduct a discovery or screening conversation that invites informed consent and clean fit.
- Establish and maintain engagement-level and session-level agreements, including confidentiality, AI disclosures, and fees.

C · SESSION ARCHITECTURE

- Facilitate the HWH introductory session, including intake review, agreements, macro-goal, and the OPUS agenda: Ownership, Passion, Urgency, Significance.
- Open the midstream in sixty seconds, hold cumulative listening across sessions, and coach both the What and the Who inside a single hour.
- Meet significant conversations and catalytic moments with permission, precision, and honoring.
- Close an engagement using the HWH conclusion-session protocol, name the arc, and design sustainability.

D · OBSERVABLE CRAFT, EVALUATION, AND ICF PATHWAY

- Demonstrate ICF Core Competencies 1 to 8 at ACC-level performance inside recorded coaching sessions.
- Prepare for and receive mentor coaching, supervision, and observed coaching without collapsing into defensiveness.
- Articulate the difference between HWH Level 1 completion and the additional ICF requirements for ACC, PCC, and MCC credentialing.

ICF Core Competency Coverage Map

Every performance review in Level 1 is measured against the 2025 ICF Core Competencies and the 2024 Code of Ethics. The table shows where each competency is developed across the live weeks and the eCourse.

ICF CORE COMPETENCY	DEVELOPED IN THE ECOURSE	PRACTICED IN LIVE CLASS
1 • Demonstrates Ethical Practice	Modules 5, 6, 7	Week 2
2 • Embodies a Coaching Mindset	Modules 1, 2, 3, 4	Week 1
3 • Establishes and Maintains Agreements	Modules 8, 9, 12	Week 3
4 • Cultivates Trust and Safety	Modules 6, 11, 13, 14	Week 4
5 • Maintains Presence	Modules 10, 15, 17	Week 6
6 • Listens Actively	Modules 15, 16, 18	Weeks 5 and 6
7 • Evokes Awareness	Modules 16, 17, 18, 20	Weeks 5, 6, and 7
8 • Facilitates Client Growth	Modules 15, 16, 17, 22	Weeks 5 to 7

Sub-competencies inside each Core Competency are cited by number in the relevant weekly plan. Students self-assess against the ACC Minimum Skills Requirements at the Week 7 capstone.

Required Texts and Resources

A · REQUIRED PRACTITIONER-FACING RESOURCES

Required reading note. View-only eBooks are included inside the *Coaching the Happy Whole Human®* eCourse. Kindle, paperback, and hardcover editions are available on Amazon and are optional; order separately if you would like your own copies to mark up and keep.

Coaching the Happy Whole Human® · the craft book

CONCEPTUAL AUTHORITY

The way of being. The stance, the seeing, the field, and the principles that the protocols are designed to express. Mapped to the 2025 ICF Core Competencies. First Edition, Dr. Lisa Leit, MCC. View-only eBook provided with enrollment inside the eCourse. Kindle, paperback, and hardcover on Amazon: amazon.com/dp/B0H2MQ2ZFQ.

Facilitating the Happy Whole Human® · The HWH® Practitioner Workbook and Facilitation Field Guide

PROCEDURAL AUTHORITY

The way of doing. Protocols, worksheets, chapter companions, coaching language, mentor and supervision logs, and thirteen reference appendices. Working reference across all seven weeks. Also used across HWH ICF Level 2 and Level 3. View-only eBook provided with enrollment inside the eCourse. Kindle, paperback, and hardcover on Amazon: amazon.com/dp/B08JDTNB45.

HWH® Level 1 Practitioner eCourse · Modules 0 to 22

REQUIRED IN FULL

Narrated by Clara, the HWH AI narrator. Provides the moving picture and prepares the student to arrive in class oriented and ready to practice. Accessed in the HWH learning platform.

2025 ICF Core Competencies and 2024 ICF Code of Ethics

WORKING REFERENCE

The professional standard for every coaching decision and performance review. Reproduced in the Workbook reference appendices and referenced throughout. Accessed through the ICF.

ICF ACC Minimum Skills Requirements and ICF PCC Markers

ASSESSMENT REFERENCE

The performance rubrics used for observed coaching evaluation and self-assessment. Reproduced in the Workbook appendices.

B · REQUIRED PRACTICE AND EVALUATION RESOURCES

Ovida Coaching Practice Platform and Ovida Skills Agent PROVIDED WITH ENROLLMENT

Recorded coaching practice and observation. Unlimited deliberate rehearsal of ICF sub-competencies between classes. Add lisa@happywholehuman.com as observer on each recorded session. coaching.ovidia.org

HWH® Coaching Observation Form (Wufoo) DOWNLOADABLE

Peer and mentor observation form for observed practice and mentor coaching preparation. Submitted online. [wufoo submission form](#)

Zoom, Miro, and Mentimeter LIVE-CLASS TOOLING

Zoom joined via the desktop or mobile client so Sara can assign breakout rooms; camera and microphone on. Miro and Mentimeter guest access as used in class.

HWH Circle Community · HWH Coaches Circle COMMUNITY HUB

Community hub for eCourses, program access, and the HWH Coaches Circle where you can trade coaching practice hours with other HWH coaches as you build toward your ICF ACC 100-hour requirement. community.happywholehuman.com

Accredible · Digital Badge and Certificate CREDENTIAL DELIVERY

Once you complete training and pass the ACC-level performance evaluation, your 60-hour HWH Level 1 digital badge and certificate are issued through Accredible. You can share the badge on LinkedIn and upload your certificate as part of your ICF ACC credential application.

WhatsApp · HWH Community Groups OPTIONAL

Ongoing peer connection across the training and beyond. Optional but recommended.

Weekly Course Plan

Seven weekly two-hour live classes taught by Sara Moles, PCC. Each week follows the same rhythm: complete the assigned prework, arrive ready to practice, and integrate through mentor coaching, supervision, and recorded Ovida practice after class.

What you see below is one-quarter of your weekly work. Live class is 2 hours per week. Expect roughly 4 to 6 more hours per week of eCourse, reading, workbook, Ovida practice, mentoring, and supervision. The live class is where the craft becomes visible. The self-study is where the craft becomes yours.

CLASS 1 · WEEK 1

Orientation, ICF Foundations, and the Coaching Mindset

Students meet the cohort, land in the HWH stance, and orient to the 2025 ICF Core Competencies and the credentialing pathway. They arrive already grounded in Whole, Complete, and Capable and the Carbon Coach.

BEFORE CLASS

- **eCourse:** Module 0 · Start Here; Module 1 · Welcome to the Craft; Module 2 · What Coaching Is, and What It Is Not; Module 3 · Whole, Complete, and Capable; Module 4 · The Carbon Coach
- **Craft Book:** How This Book Is Built; Chapter 1 · What Coaching Is, and What It Is Not; Chapter 2 · Whole, Complete, and Capable
- **Practitioner Workbook:** Part 1 · Setting Up Your Practice; Chapter Companions 1 and 2
- **Read once through:** the 2024 ICF Code of Ethics and the 2025 ICF Core Competencies reproduced in the Workbook appendices

IN-CLASS PRACTICE

1. Cohort covenant and orientation to the learning field
2. Coaching mindset exploration and the HWH stance drill
3. "Coaching is / coaching is not" language calibration in triads

AFTER CLASS

1. Write one paragraph on what drew you to coaching and one paragraph on what you notice about your own coaching mindset today
2. Attend your first Monday drop-in ICF Group Mentoring session (12:00 to 1:00 p.m. CST)

Students learn to hold the ethical ground of the coaching relationship: scope of practice, referral, the Role-Integrity Scope Check, and the discovery conversation with a prospective client.

BEFORE CLASS

- **eCourse:** Module 5 · The Coach's Role; Module 6 · The Coach's Bond; Module 7 · Setting the Stage: Screening, Referrals, and Discovery
- **Craft Book:** Chapters 3, 4, 5, 6; Before the Introductory Session (Part II opening); Appendix A · Referral and Scope-of-Practice Guide
- **Practitioner Workbook:** Part 2 · Pre-Work and Screening; the Role-Integrity Scope Check; Chapter Companions 3, 4, 5, 6
- **Review in the Workbook appendices:** the ICF Therapy Referral one-pager and the ICF Insights and Considerations for Ethics (ICE)

IN-CLASS PRACTICE

1. Screening / discovery call role-play
2. Role-Integrity Scope Check drill under time pressure
3. Referral language practice and warm-hand-off rehearsal

AFTER CLASS

1. Draft your two- to three-minute personal discovery script and rehearse it with a peer
2. Draft your customized coaching agreement using the Workbook template, including AI-era confidentiality provisions
3. Attend a Monday drop-in Group Supervision session (11:00 a.m. to 12:00 p.m. CST)

Students learn to hold the introductory session end to end: intake review, contracting the container, the macro-goal, the OPUS agenda, and a session-level SMART goal inside the HWH GPS frame.

BEFORE CLASS

- **eCourse:** Module 8 · Contracting the Container; Module 9 · Co-Creating the What (SMART, OPUS); Module 10 · Discovering the Who; Module 12 · Practice Lab Prep: Introductory Coaching Sessions
- **Craft Book:** Chapters 7, 8, 9; Appendix B · Sample HWH Intake and Pre-Work Checklist
- **Practitioner Workbook:** Part 3 · The Introductory Session, including the introductory-session protocol; Chapter Companions 7, 8, 9
- **Ovida Skills Agent:** practice Competency 3 · Establishes & Maintains Agreements, sub-competencies 3.1, 3.2, 3.3, and 3.4
- **Complete before class:** the two HWH intake forms as though you were a new client, plus your customized coaching agreement, plus one macro-goal and one SMART session goal in the GPS frame

IN-CLASS PRACTICE

1. Introductory-session full rehearsal in breakouts
2. SMART / GPS goal calibration
3. OPUS agenda-setting drill: Ownership, Passion, Urgency, Significance

AFTER CLASS

1. Submit your training-goals statement, two completed intake forms, and customized contract via the eCourse assignment upload
2. Continue Ovida Skills Agent practice on Competency 3 as needed between now and Week 4

Students learn to hold the two sides of clean session boundaries: opening the midstream in sixty seconds, and closing an engagement through acknowledgment, sustainability, and naming the arc.

BEFORE CLASS

- **eCourse:** Module 11 · Opening the Midstream; Module 13 · Closing the Engagement and Naming the Arc; Module 14 · Practice Lab Prep: Conclusion Coaching Sessions
- **Craft Book:** Chapter 10 · Opening the Midstream; Chapter 15 · Closing the Engagement; Chapter 16 · Naming the Arc
- **Practitioner Workbook:** Part 6 · The Conclusion Session, including the conclusion-session protocol; Chapter Companions 10, 15, 16
- **Ovida Skills Agent:** practice Competency 4 · Cultivates Trust & Safety, sub-competencies 4.1, 4.2, 4.3, and 4.4
- **Prepare:** a two-paragraph draft closing synthesis (what was achieved, who has emerged) for a real or imagined engagement

IN-CLASS PRACTICE

1. Conclusion-session full rehearsal in breakouts
2. Naming-the-arc drill in the client's own words
3. Sixty-second midstream opening practice

AFTER CLASS

1. Attend a Monday drop-in ICF Group Mentoring session
2. Continue Ovida Skills Agent practice on Competency 4 as needed between now and Week 5

Students step into the living craft of the midstream hour: cumulative listening across time, coaching the What within the hour, coaching the Who in becoming, and meeting the catalytic moment with permission.

BEFORE CLASS

- **eCourse:** Module 15 · Cumulative Listening; Module 16 · Coaching the What Within the Hour; Module 17 · Coaching the Who in Becoming; Module 18 · Significant Conversations. *Review Module 11 as needed, not as a new lesson.*
- **Craft Book:** Chapters 11, 12, 13, 14
- **Practitioner Workbook:** Part 4 · Midstream Sessions; Chapter Companions 11, 12, 13, 14
- **Ovida Skills Agent:** practice Competency 8 · Facilitates Client Growth, sub-competencies 8.1 to 8.9
- **Prepare:** the cumulative listening note template filled in for one real or practice client, and one written catalytic-moment example in the client's own words

IN-CLASS PRACTICE

1. Cumulative listening lab
2. Coaching the What within the hour
3. Coaching the Who / catalytic-moment drill

AFTER CLASS

1. Rehearse two or three midstream openings in sixty seconds using the Workbook language bank
2. Record your first 20- to 60-minute midstream Ovida coaching session and add lisa@happywholehuman.com as an observer (midstream is now taught, so recording can begin)
3. Book your three 1:1 mentor coaching sessions with Dr. Lisa Leit, MCC now that you can record midstream sessions

Students coach live midstream sessions in observed rounds, receive competency-anchored feedback, and refine observable skill against the ICF ACC Minimum Skills Requirements with early PCC markers named.

BEFORE CLASS

- **eCourse:** Module 19 · Practice Lab Prep: Midstream Coaching Sessions. *Modules 15 to 18 remain available for review; do not re-watch in full.*
- **Practitioner Workbook:** Part 4 review; language banks and midstream protocol pages
- **Ovida Skills Agent:** practice Competency 5 · Maintains Presence, sub-competencies 5.1 to 5.5, and Competency 6 · Listens Actively, sub-competencies 6.1 to 6.7
- **Optional:** Practitioner Workbook Part 5 · Integrating Tools (Holistogram™, Couples Pulse™, Team Pulse™, DPI™, HWH 360, Mojo™, HWH Coach AI™), if relevant to your practice
- **Prepare:** come to class ready to coach a live midstream session in a breakout and to be observed and coached forward

IN-CLASS PRACTICE

1. Observed midstream rounds with immediate feedback
2. Presence, active listening, and evocative inquiry drills
3. PCC-marker awareness lab

AFTER CLASS

1. Record your second 20- to 60-minute midstream Ovida coaching session with lisa@happywholehuman.com as observer
2. Complete one integration reflection on your midstream self-assessment against the ACC Minimum Skills Requirements
3. Attend a Monday drop-in Group Supervision session

Students put the whole HWH coaching architecture together, orient to ICF ACC credentialing with a preview of PCC and MCC, and complete the HWH Level 1 Comprehensive Examination.

BEFORE CLASS

- **eCourse:** Module 20 · From ACC to PCC; Module 21 · Toward MCC; Module 22 · Capstone: Integration and Becoming an HWH Coach
- **Craft Book:** Chapter 17 · From ACC to PCC; Chapter 18 · Toward MCC; Appendix C · Mentor Coaching, Supervision, and the HWH Coach's Developmental Architecture
- **Practitioner Workbook:** Part 8 · Developmental Architecture; the Mentor Coaching and Supervision Log; the Ninety-Day Practice Cycle; Chapter Companions 17 and 18
- **Ovida Skills Agent:** practice Competency 7 · Evokes Awareness, sub-competencies 7.1 to 7.8
- **Prepare:** the Level 1 Comprehensive Examination readiness review inside Module 22; a working draft of your Ninety-Day Practice Cycle

IN-CLASS PRACTICE

1. Integration coaching rounds (all eight ICF Core Competencies inside one hour)
2. ICF ACC credentialing orientation and PCC / MCC Q&A
3. HWH Level 1 Comprehensive Examination administration

AFTER CLASS

1. Record your third 20- to 60-minute midstream Ovida coaching session with lisa@happywholehuman.com as observer
2. Complete any outstanding mentor coaching sessions and eCourse modules
3. Submit your Ninety-Day Practice Cycle and Mentor Coaching Log

Level 1 Program Completion Checklist

HWH Level 1 is a **60-hour hybrid training**. All of the items below are required. Attending the seven live classes alone (14 of 60 hours) does not complete Level 1 or satisfy the ICF ACC coach-education requirement.

- ☐ **Seven weekly two-hour live classes.** 14 synchronous training hours led by Sara Moles, PCC. *Attend live, watch the recording and make up the synchronous hours through Monday drop-ins, or use the Fast Track Pathway (14 hours of RSVP'd Monday drop-in attendance in any mixture of Office Hours, ICF Group Mentoring, and Group Supervision).*
- ☐ **Complete the Level 1 eCourse.** All required modules 0 to 22 and asynchronous activities. Roughly 30 hours of self-study.
- ☐ **Complete the required reading.** The craft book *Coaching the Happy Whole Human®* and the Practitioner Workbook Seventh Edition, as assigned week by week.
- ☐ **Ten ICF Group Mentoring sessions.** Monday drop-in sessions, 12:00 to 1:00 p.m. CST.
- ☐ **Three Group Supervision sessions.** Monday drop-in sessions, 11:00 a.m. to 12:00 p.m. CST. Business Development focus every fourth Monday.
- ☐ **Three individual ICF Mentor Coaching sessions with Dr. Lisa Leit, MCC.** Book at happywholehuman.as.me/mentoring AFTER Week 5. Email Lisa the Ovida session to observe at least 48 hours before each mentoring session.
- ☐ **At least three recorded midstream coaching sessions in Ovida.** 20 to 60 minutes each, recorded after Week 5, with lisa@happywholehuman.com added as observer.
- ☐ **Pass the ACC-level Performance Evaluation.** At least one recorded 20- to 60-minute midstream Ovida session must pass at ACC-level performance 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.*
- ☐ **Pass the ACC or PCC Competency Review** (depending on your target credential), completed by Dr. Lisa Leit, MCC, based on your Ovida midstream recordings and 1:1 mentoring sessions.

All nine items above are required for HWH Level 1 completion. Missing any component means Level 1 is incomplete, and the ICF ACC coach-education requirement is not yet satisfied.

| After Level 1: Your ICF Credentialing Path

Completion of the 60-hour HWH Level 1 hybrid training satisfies the coach-education requirement for ICF ACC credentialing. It does not, on its own, award the ACC or any other ICF credential. Students who wish to be credentialed by the ICF must also complete the ICF's own experience, application, and examination requirements. Always confirm current requirements at coachingfederation.org before submitting your application.

Two different things: training hours vs. coaching practice hours. Your 60 HWH Level 1 *training* hours are the class, self-study, mentoring, and supervision you complete in this program. Your ICF *coaching practice* hour log (100 hours for ACC, 500 hours for PCC) is the paid or pro-bono coaching work you do with your own clients. Practice hours are not part of Level 1 training and are not tracked by HWH. You accumulate practice hours in your own coaching business before you submit your ICF credential application.

If You Are Pursuing the ACC Credential

- ☐ **Complete all 60 hours of HWH Level 1 hybrid training** (all nine items on the Completion Checklist).
- ☐ **Earn your HWH badge and certificate.** Once you complete training and pass the evaluation, you receive a digital badge and certificate issued through **Accredible**.
- ☐ **Log 100 coaching practice hours** in your own coaching work, using the ICF Coaching Log Template. Connect with other HWH coaches in the **HWH Coaches Circle at community.happywholehuman.com** to trade practice hours. *These practice hours are not part of the HWH training and are not counted toward your 60 training hours.*
- ☐ **Apply to the ICF through the 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 will upload your coaching practice log.
- ☐ **Schedule and pass your ICF ACC exam.**

HWH Level 1 provides the required 60-hour coach-education pathway for ACC. You do not submit additional recordings to the ICF; your HWH certificate is evidence of completed coach education.

If You Are Pursuing the PCC Credential

- ☐ Complete all 60 hours of HWH Level 1 hybrid training.
- ☐ Obtain at least 65 additional hours of qualifying Level 2 coach education so total coach-specific training reaches the ICF Level 2 threshold.
- ☐ Log 500 coaching practice hours in your own coaching work. *Not part of HWH training; built independently in your own client work.*
- ☐ Complete all other current ICF PCC application requirements.
- ☐ Prepare for and pass the ICF Credentialing Exam.

PCC is a future developmental and credentialing pathway, not a Level 1 expectation. The HWH Level 2 program is designed to carry Level 1 graduates forward into PCC-level depth. If you are considering MCC in time, Chapter 18 and Modules 21 and 22 introduce that horizon.

Continuing With HWH: The Coach Club Pathway

The HWH ICF-accredited Level 1 training is part of our ICF-accredited Level 2 program. For coaches interested in continuing straight to **PCC** (125+ training hours and 500 practice hours) and eventually to **MCC** (200+ training hours and 2500 practice hours), with optional team coaching **ACTC**, join the **HWH Coach Club**. The Coach Club is the developmental home for HWH coaches building a professional coaching career across every ICF credential level.

Staying With HWH After Level 1: HWH Pro Membership

Level 1 graduates may continue to have platform access and Monday drop-in sessions (Office Hours, Group Supervision, and ICF Group Mentoring with Dr. Lisa Leit, MCC) as part of the **HWH Pro Membership at €99 per month**, for ongoing professional and personal support and a working community of practice. **ICF mentoring and supervision hours logged after your credential is earned can count toward CCE renewal requirements**, because they are no longer part of a credential program.

Monday Drop-In Sessions

A full day of live drop-in support with Dr. Lisa Leit, MCC, ACTC, EMCC SP + ESIA. All times CST.

See the **coach events calendar** for the full schedule of Monday drop-in sessions, live class dates, and other HWH coach events: community.happywholehuman.com.

Fast Track Pathway · Alternative to the 7-Week Live Class

Students who cannot attend Sara's seven weekly two-hour live classes may complete the 14 synchronous class hours through the Fast Track: attend **14 hours of Monday drop-in sessions** in any mixture of Office Hours, ICF Group Mentoring, and Group Supervision, whenever offered as listed in the **Coach Events Calendar**. **You must RSVP to each event in the Coach Events Calendar to obtain credit toward completion.** Fast Track drop-in hours substitute for the seven live class hours; all other Level 1 requirements (self-study, ICF mentoring, supervision, individual mentor coaching, Ovida recordings, performance evaluation, and comprehensive examination) remain the same.

Office Hours with Dr. Lisa Leit, MCC · Mondays 9:00 to 10:00 a.m. and 2:00 to 3:00 p.m. CST

A weekly drop-in offering direct access to Dr. Lisa Leit for personalized guidance, questions, and support. Whether you are 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 · Mondays 11:00 a.m. to 12:00 p.m. CST

A dynamic, reflective 60-minute session facilitated by Dr. Lisa Leit. Rooted in HWH's holistic Agile Wellness approach (Inspect, Adapt, and Improve), Supervision 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. *Because the three Group Supervision hours in Level 1 are part of the 60-hour credential program, they do not count as ICF CCE units during training. Supervision hours logged after Level 1 completion, as part of ongoing professional practice, can count toward ICF CCE renewal.*

ICF Group Mentoring · Mondays 12:00 to 1:00 p.m. CST

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.

Individual Mentor Coaching and Performance Evaluation

What's included in your Level 1 enrollment

- **Three 1:1 ICF mentoring hours** with Dr. Lisa Leit, MCC (book at happywholehuman.as.me/mentoring AFTER Week 5)
- **Five 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 before your 1:1 with Lisa, record a 20 to 60 minute midstream coaching session in Ovida and add her 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 complete an **ACC or PCC Session Observation Form** before your mentoring conversation, then deliver an overall competency review of your progress across the eight ICF Core Competencies.

Performance evaluation. At least one recorded 20 to 60 minute midstream Ovida coaching session must pass at **ACC-level** performance 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.

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.

| Level 1 eCourse · Module Map (0 to 22)

The conceptual glue between live classes. Narrated by Clara, the HWH AI narrator. Each module carries the moving picture and prepares students to arrive in class oriented and ready to practice. Complete the assigned modules before the anchor week's live class.

0 Start Here: How to Use This Course

LESSONS

- 0.1 Welcome to Level 1
- 0.2 How the Four Texts Work Together
- 0.3 Live Class Is for Practice
- 0.4 Your Developmental Contract

PRIMARY LIVE-CLASS ANCHOR

- Week 1

1 Welcome to the Craft

LESSONS

- 1.1 Coaching as a Discipline
- 1.2 The HWH Lineage
- 1.3 What This Certification Certifies

PRIMARY LIVE-CLASS ANCHOR

- Week 1

2 What Coaching Is, and What It Is Not

LESSONS

- 2.1 Coaching vs Therapy, Consulting, Mentoring
- 2.2 The Container and the Field
- 2.3 The ICF Definition

PRIMARY LIVE-CLASS ANCHOR

- Week 1

3 Whole, Complete, and Capable

LESSONS

- 3.1 The Foundational Belief
- 3.2 What the Belief Sounds Like
- 3.3 Where the Belief Collapses

PRIMARY LIVE-CLASS ANCHOR

- Week 1

4 The Carbon Coach

LESSONS

- 4.1 Mutuality, Covalence, Catalysis
- 4.2 Diamonds Under Pressure
- 4.3 Role Integrity as Structure

PRIMARY LIVE-CLASS ANCHOR

- Week 1

5 The Coach's Role

LESSONS

- 5.1 Process Expert
- 5.2 The Container and Presence
- 5.3 Voice, Silence, and Role Integrity

PRIMARY LIVE-CLASS ANCHOR

- Week 2

6 The Coach's Bond

LESSONS

- 6.1 Partnership and Asymmetric Mutuality
- 6.2 Trust, Repair, and the Field
- 6.3 Confidentiality and AI-Era Provisions

PRIMARY LIVE-CLASS ANCHOR

- Week 2

7 Setting the Stage: Screening, Referrals, Discovery

LESSONS

- 7.1 Intake as First Ethical Doorway
- 7.2 The Triple Test for Referral
- 7.3 The Role-Integrity Scope Check

PRIMARY LIVE-CLASS ANCHOR

- Week 2

8 Contracting the Container

LESSONS

- 8.1 Your Coaching Philosophy (3.01)
- 8.2 Engagement-Level Agreements
- 8.3 Session-Level Agreements (3.06–3.09)

PRIMARY LIVE-CLASS ANCHOR

- Week 3

9 Co-Creating the What: SMART, OPUS

LESSONS

- 9.1 The What and the Who
- 9.2 SMART, GPS, and Macro Goals
- 9.3 OPUS: Ownership, Passion, Urgency, Significance

PRIMARY LIVE-CLASS ANCHOR

- Week 3

10 Discovering the Who

LESSONS

- 10.1 Discovery, Not Assessment
- 10.2 The Essence Beneath the Role
- 10.3 The Who Paragraph

PRIMARY LIVE-CLASS ANCHOR

- Week 3

11 Opening the Midstream

LESSONS

- 11.1 The Sixty-Second Frame
- 11.2 Re-Establishing, Not Establishing
- 11.3 Time and Focus (3.09)

PRIMARY LIVE-CLASS ANCHOR

- Week 4

12 Practice Lab Prep: Introductory Coaching Sessions

LESSONS

- 12.1 Introductory Session Rehearsal
- 12.2 Common Beginner Mistakes
- 12.3 Ovida Rehearsal Prompts

PRIMARY LIVE-CLASS ANCHOR

- Week 3

13 Closing the Engagement and Naming the Arc

LESSONS

- 13.1 Closing by Design
- 13.2 Acknowledgment as Discipline
- 13.3 Sustainability After the Engagement

PRIMARY LIVE-CLASS ANCHOR

- Week 4

14 Practice Lab Prep: Conclusion Coaching Sessions

LESSONS

- 14.1 Conclusion Session Rehearsal
- 14.2 The Two-Paragraph Synthesis
- 14.3 When Closing Is Unexpected

PRIMARY LIVE-CLASS ANCHOR

- Week 4

15 Cumulative Listening

LESSONS

- 15.1 The Eight Strands
- 15.2 The Note Template
- 15.3 Active Listening as Movement

PRIMARY LIVE-CLASS ANCHOR

- Week 5

16 Coaching the What Within the Hour

LESSONS

- 16.1 Holding the Topic Without Rigidity
- 16.2 The What Check
- 16.3 Meet, Then Move

PRIMARY LIVE-CLASS ANCHOR

- Week 5

17 Coaching the Who in Becoming

LESSONS

- 17.1 Inner System, Outer System, Identity in Motion
- 17.2 Adult Self in Charge™
- 17.3 The Inner Committee

PRIMARY LIVE-CLASS ANCHOR

- Week 5

18 Significant Conversations

LESSONS

- 18.1 The Catalytic Moment
- 18.2 The Six Recognizable Forms
- 18.3 Slow Time, Ask Before Sharing

PRIMARY LIVE-CLASS ANCHOR

- Week 5

19 Practice Lab Prep: Midstream Coaching Sessions

LESSONS

- 19.1 Midstream Session Rehearsal
- 19.2 Presence and Active Listening at ACC
- 19.3 Ovida Practice Prompts

PRIMARY LIVE-CLASS ANCHOR

- Week 6

20 From ACC to PCC: Moving the Markers Into Depth

LESSONS

- 20.1 The 2026 PCC Minimum Skills
- 20.2 The Ninety-Day Development Plan
- 20.3 The Mentor Coach Relationship

PRIMARY LIVE-CLASS ANCHOR

- Week 7

21 Toward MCC: The Coach's Own Becoming

LESSONS

- 21.1 The 2026 MCC Minimum Skills
- 21.2 Succinct Inquiry and Powerful Silence
- 21.3 The Five Locations of MCC Development

PRIMARY LIVE-CLASS ANCHOR

- Week 7

LESSONS

- 22.1 The Full Arc
- 22.2 Your Competency Map and Ethical Edge
- 22.3 Your Next Ninety Days as an HWH Coach

PRIMARY LIVE-CLASS ANCHOR

- Week 7

*Wholeness is the ground. Scope is the boundary.
Role is the structure. Referral is an act of respect.*

HAPPY WHOLE HUMAN® INSTITUTE OF HOLISTIC WELLNESS

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