

DIPLOMA IN COACHING & INTERNATIONAL CERTIFICATION

MARCH - NOVEMBER 2020

CoachCompanion
South Africa
WE CHANGE THE WORLD



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“ Experience the Power and Magic of Professional Coaching



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ABOUT COACHCOMPANION SOUTH AFRICA

CoachCompanion is an international company that operates in Sweden, Finland, Romania and South Africa.

CoachCompanion is an international company that operates in Sweden, Finland, Romania and South Africa. Established in Sweden in 2005 to exclusively offer professional coaching, we are one of the few coaching companies to be accredited by the International Coach Federation (ICF) www.coachfederation.org as a professional provider of the Accredited Coach Training Program (ACTP).

ICF has given us the right to administer an oral exam and the associated assessments for our trainees to become Associated

Certified Coaches (ACC) and Professional Certified Coaches (PCC). We have many years of experience in professional coaching and coach training. As a result, we are able to offer effective and result-driven national and international coaching and training interventions.

We use our own unique model, the Propeller® which puts coaching into context, whereby the roles of manager, leader and coach are interdependent and complement each other for a greater outcome.

We use coaching to unleash the power of individuals and companies to reach their potential for their benefit and greater good for humanity. We plan to become the most sought-after company that provides professional coaching services in Africa. We provide individual executive coaching, group coaching as well as tailor-made coaching packages for companies.

CoachCompanion South Africa is pleased to have acquired the rights to operate in the rest of African continent. It is led by the dynamic, driven and accomplished professional, Dr Maureen Tong whose career includes teaching, training, facilitation; professional speaking; research, being a published author, public service, executive and non-executive directorship of for profit and not-for profit organizations, establishing a highly respected leadership institute, a presidential library and being a business owner.

Dr Tong holds the Associate Certified Coach (ACC) credential awarded by the ICF and the Accredited Coach Training Programme (ACTP)

“

*Experience the
Power and Magic
of Professional
Coaching*

”



VISION

Coaching for Everyone

MISSION

We change the World

WE WILL ACHIEVE THIS BY:

Striving for excellence in our programmes

Utilising each and every opportunity for the advancement of humanity

Embracing the ethical and moral behavioural values in lifelong learning

OUR CORE VALUES

Our core values are based on the three Ps;

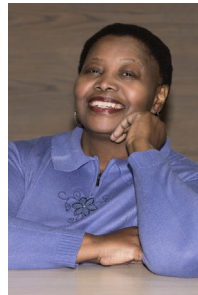
Personal touch

Passion

Professionalism

We love what we do and we know what we are doing. We are and professional in the way we serve others

Trainee Coaches, Diploma in Coaching, Team Homegrown



CEO, DR MAUREEN TONG

Dr Maureen Tong is an international lawyer, a published author; an academic and a business woman.

Dr Maureen Tong is an international lawyer, a published author; an academic and a business woman. She holds a PhD in international law from the Université de Strasbourg, where she successfully defended her thesis in French. She was awarded BLURIS; LLB and LLM by the University of KwaZulu-Natal.

She holds an ACC (Associate Certified Coach) credential awarded by the International Coach Federation (ICF) and international certification ACTP (Accredited Coach Training Programme). She is the immediate former Deputy National Secretary of Coaches and Mentors of South Africa (COMENSA) and current Vice President of the Pretoria Chapter of Professional Speakers Association of Southern Africa (PSASA). Dr Maureen Tong is a member of the International Coach Federation (ICF). She has many years of experience as a mentor, coach, researcher, trainer and facilitator at international workshops, seminars and conferences. She is a sessional lecturer at Wits Business School (WBS) where she teaches Leadership; Emotional Intelligence, Cultural Intelligence; Talent Management; Diversity and Inclusion as well as Change Management.

Dr Tong established the Thabo Mbeki Leadership

Institute (TMALI) and served as Project Manager for the establishment of the Thabo Mbeki Presidential Library (TMPL); both of which are joint projects of the Thabo Mbeki Foundation and the University of South Africa (Unisa).

A former senior civil servant, she was the first Chief Operations Officer (COO) at the Department of Rural Development and Land Reform; Chief of Staff at the Ministry for Agriculture and Land Affairs; and Operations Manager at the United Nations Development Programme (UNDP). She previously served as Deputy Director of the Centre for Human Rights (CHR) at the University of Pretoria.

She was Street Law Coordinator at the Centre for Socio-Legal Studies at the University of KwaZulu-Natal. Dr Tong worked as Project Officer for Botswana, Democratic Republic of Congo, South Africa and Namibia at the African Management Services

Company (AMSCO) implementing the African Training Management Services (ATMS) a Project of the World Bank, the International Finance Corporation (IFC) and the UNDP.

She was Research Manager at the Women's Development Bank (WDB) Trust and Chairwoman of the Board of the YWBN Corporate Finance Institution (CFI), which has applied to become the first majority women-owned Mutual Bank in South Africa. She is the former Chairperson of the Board of the Health Systems Trust (HST).

She served on the High-Level Research Panel on Land at the John Langalibalele Dube Institute at the University of KwaZulu-Natal. She was appointed as Technical Advisor to the Presidential Advisory Panel on Land Reform and Agriculture from Dec 2018 to May 2019.

She is the Chairwoman of the InvesTong Group; Executive Chairwoman of Kutlwelo Resources; and Board Member of PingLady, an incubator for women in technology.



“ Dr Maureen Tong holds an ACC credential awarded by the ICF and international certification ACTP. She is the immediate former Deputy National Secretary of COMENSA (Coaches and Mentors of South Africa) ”

WHAT IS PROFESSIONAL COACHING?

“Coaching is partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.

Professional coaches provide an ongoing partnership designed to help clients produce fulfilling results in their personal and professional lives. Coaches help people improve their performance and enhance the quality of their lives.

Coaching is a positive process that leads individual and companies to reach their personal and professional goals. A professional coach is fully trained and competent in all eleven core competencies acknowledged by the International Coaching Federation (ICF).

Coaching means:

- Bringing out the best in each person
- Unleashing the potential of each person
- Getting the individuals to find their own momentum and rhythm
- Getting the individual client to find their own self-generated solutions

Coaching process is based on:

- Trust
- Proximity
- Direct communication
- Partnerships between coach and the client
- Significantly increasing efficiency and cost
- Value for money
- Fitness of and for purpose
- Transformational

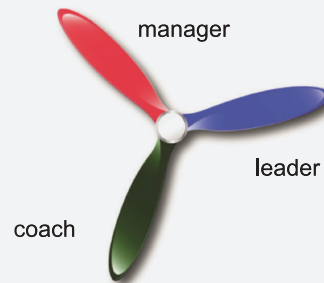
All our coaching is based on the following 11 international core competencies, as defined by the ICF:

1. Meeting ethical guidelines and professional standards
2. Establishing the coaching agreement
3. Establishing trust and intimacy with the client
4. Coaching presence
5. Active listening
6. Powerful questioning
7. Direct Communication
8. Creating awareness
9. Designing actions
10. Planning and goal-setting
11. Managing progress and accountability

Clients

Our clientele base includes leaders, CEOs, human resources executives, customers, students, parents, professionals, family, friends and most importantly you as an individual.

Coaching Leadership in practice



The Propeller Method™

The Propeller method is a metaphor that describes the importance of having the different roles as manager, leader and coach balancing each other and cooperating for the optimal result.

OUR TRAINING PROGRAMS



Our Training Programs

- Introduction to Coaching
- Diploma in Coaching
- Leadership Coaching
- Business Coaching
- Associate Certified Coach (ACC) Program
- Professional Certified Coach (PCC) Program
- Executive Coaching
- Tailor-made internal programs for companies



Leadership Coaching

We are one of the few coaching companies that offer Coaching Leadership with international certification. The participants may proceed to have the opportunity to become ACC or PCC certified, depending on the amount of client hours they have done.

Our Leadership Coaching Program is a very

strong complement to the 8-day Diploma in Coaching. we strongly recommend to our clients to add 2 days of Coaching Leadership after the ICF Diploma.

Associate Certified Coach (ACC) or Professional Certified Coach (PCC)

Assessment method to acquire ACC or PCC
Status includes:

- An oral exam is administered by CoachCompanion at the end of the program
- A written examination administered by the ICF at the end of the programme

Executive Coaching

CoachCompanion offers Executive Coaching. The programme details and price are as per the needs of the client

Taylor-made Programs for Companies

We can develop internal training programmes for companies for different levels of staff based on their unique needs.

The price for the Coaching Leadership program depends on the number of participants.

INTRODUCTION TO COACHING

These could include improving group cohesion and organizational performance.

✓ PURPOSE

Introduction to Coaching is offered to groups or organizations who wish to use coaching to address matters of common interest or to achieve specific organizational goals and objectives. These could include improving group cohesion and organizational performance.

It is also offered to individuals who wish to be introduced to coaching by initially attending 2 days of coach training. After the two days, they continue with the Diploma in Coaching or do two days of Leadership Coaching later.

At the end of the Introduction to Coaching participants will be able to Master 5 (five) of the 11 ICF-defined core competencies for professional coaching.

The program ends with the award of certificates of attendance. Those who wish to continue their coach training may register for the Diploma in Coaching or register for the Leadership Coaching. They may later enrol for the training to become internationally certified coaches.

👥 TARGET GROUP

Members of organizations who wish to achieve specific organizational goals. It is also for individuals who wish to be introduced to coaching

📋 PROGRAM

1. Runs for 2 days
2. Based on the five of the 11 core competencies of coaching, namely:
 - a. Active listening
 - b. Powerful questions
 - c. Direct communication
 - d. Planning and setting goals
 - e. Designing Actions

👥 Benefits of the Introduction to Coaching

- Improve communication skills
- Improve personal and professional relations
- Get personal insights, finding own inner strengths, gifts and talents
- Finding meaning and purpose
- Support teams to be more effective
- Improve self-confidence
- Learn basic coaching skills



💰 FEES

Our fee for this training is **R 5000** per participant

The fee includes:

- 2 days of 8 hours each
- Training materials
- Certificate of attendance at the end of the training

💰 BANKING DETAILS:

Account : CoachCompanion South Africa
Bank : First National Bank
Branch : Woodlands
Branch code : 250655
Account No : 626523 484 10
Account type : Business Cheque

DIPLOMA IN COACHING

PURPOSE

- This is introductory training in professional coaching.
- At the end of the training the participants will be able to master the 11 ICF-defined core competencies for professional coaching
- Diploma awarded to those who have qualified.
- Afterwards participants may register for leadership coaching or train to become an internationally certified coach

TARGET GROUP

Executives; middle managers, project managers; educators, consultants and anyone who works as a coach without being formally trained.

PROGRAM

Training runs for 8 days. 2 Blocks of 4+4 days or 8 weekend days

FIRST BLOCK

1. First block takes place from 16- 19 March 2020
2. There will be a 6-week break period afterwards
3. During the break trainee coaches must do 9 hours of pro bono coaching sessions: 3 hours each with 3 clients

SECOND BLOCK

1. Second block runs for 4 days
2. After second block, trainee coaches will do a FURTHER 6 hours of pro bono coaching sessions: 2 hours each with the same 3 clients they had before

ORAL EXAM

1. Trainee coaches will receive 4 sessions of 1 hour each of individual mentor-coaching
2. Each trainee coach must do 15 hours of coaching sessions on a pro bono basis to qualify for the oral exam
3. An oral exam is scheduled for one day 2 months after Block 2

DIPLOMA DAY

1. Those who make it during the oral exam will receive a diploma on the same day
2. Trainee coaches may take the oral exam as many times as they wish until they make it – see our training schedule for future Diploma Day

CERTIFICATE OF ATTENDANCE

We confer certificates of attendance to those who have not yet taken the oral exam and therefore have not yet obtained their Diploma

FEES

The total cost of the training per participant is

Sponsored Participants

Participants who are sponsored by their company pay **R 25 000: R 12 500** by 15th of the month before first Block and **R 12 500** by 15th before second block Participants paying for themselves Those paying for themselves only pay **R 20 000: R 10 000** by 15th of the month before first block and **R 10 000** by 15th of the month before second block.

FEE INCLUDES:

- 8 days of class room training - 8 hours each
- Training materials
- Certificate of Attendance printed at the end of the training
- Tea/coffee/juice served during program
- Light lunch served during program

FEE EXCLUDES

US \$ 200 for the Oral Exam offered by Coach Companion Scandinavia

Euro € 500 for Mentor Coaching sessions offered by coaches who hold PCC credential offered by Coach Companion Scandinavia

Oral exams will only be offered to those who:

1. Made full payment for the course (**R25 000** sponsored/ **R 20 000** self-funded)
2. Paid for the Oral Exam fee of **US \$ 200**
3. Have had 5 mentor coaching session by PCC credential coach at a fee of **Euro 500**

BANKING DETAILS:

Account : CoachCompanion South Africa
Bank : First National Bank
Branch : Woodlands
Branch code : 250655
Account No. : 626523 484 10
Account type : Business Cheque

** Please use your name as a reference*

ANNUAL SCHEDULE 2020

DIPLOMA IN COACHING INTERNATIONAL CERTIFICATION

ACTIVITY	MONTH	DATE	VENUE/ LOCATION
FEBRUARY 2020			
Leadership Coaching Masterclass with CoachDrMau	February	15 February 2020 (Saturday)	Rosebank
MARCH 2020			
Leadership Coaching Masterclass with CoachDrMau	March	14 March 2020 (Saturday)	Pretoria
Diploma in Coaching - First Block - 4 Days - Modules 1 & 2	March	16 - 19 March (Mon - Thurs)	Pretoria
APRIL 2020			
Diploma in Coaching - First Block - 4 Days - Modules 1 & 2	April	20 - 23 April (Mon - Thurs)	Pretoria
Leadership Coaching Masterclass with CoachDrMau	April	25 April (Saturday)	Rosebank
MAY 2020			
Diploma in Coaching - First Block - 4 Days - Modules 1 & 2	May	11 - 14 May (Mon - Thurs)	Pretoria
Diploma in Coaching - Weekend - 2 Days - Module 1	May	15 - 16 May (Fri - Sat)	Pretoria
Diploma in Coaching - Weekend - 2 Days - Module 2	May	22 - 23 May (Fri - Sat)	Pretoria
Leadership Coaching Masterclass with CoachDrMau	May	30 May 2020 (Saturday)	Rosebank
JUNE 2020			
Diploma in Coaching - Second Block - 4 days - Modules 3 & 4	June	1 - 4 June (Mon - Thurs)	Pretoria
Diploma in Coaching - Weekend - 2 Days - Module 3	June	5 - 6 June (Fri - Sat)	Pretoria
Diploma in Coaching Weekend - 2 Days - Module 4	June	19 - 20 June (Fri - Sat)	Pretoria
Self-Mastery for Personal Effectiveness Retreat (Intro to Coaching)	June	26 - 27 June (Fri - Sat)	Seychelles
JULY 2020			
Self-Mastery for Personal Effectiveness Retreat (Intro to Coaching)	July	11 – 12 July (Fri - Sat)	eSwatini (Swaziland)
Diploma in Coaching - First Block- 4 Days - Modules 3 & 4	July	20 - 23 July (Mon - Thurs)	Pretoria
Masterclass on Leadership Coaching	July	25 July 2020 (Saturday)	Rosebank
Oral Exam / Diploma Day	July	31 July 2020 (Saturday)	Pretoria

ANNUAL SCHEDULE 2020

DIPLOMA IN COACHING INTERNATIONAL CERTIFICATION

ACTIVITY	MONTH	DATE	VENUE/ LOCATION
AUGUST 2020			
Self-Mastery for Personal Effectiveness Retreat (Intro to Coaching)	August	7 - 8 August (Fri - Sat)	Bazaruto/Mozambique
Diploma in Coaching - Weekend - 2 Days - Module 1	August	14 - 15 August (Fri - Sat)	Pretoria
Diploma in Coaching - 4 Days - Modules 1 & 2	August	17 - 20 August (Mon - Thurs)	Pretoria
Diploma in Coaching Weekend - 2 Days - Module 2	August	21 - 22 August (Fri - Sat)	Pretoria
Diploma in Coaching - Second Bloc - 4 days - Mod 3 & 4	August	24 - 27 August (Mon - Thurs)	Pretoria
Diploma in Coaching - Weekend - 2 Days - Module 3	August	28 - 29 August (Fri - Sat)	Pretoria
Diploma in Coaching - Weekend - 2 Days - Module 4	August	30 - 31 August (Sun - Mon)	Pretoria
SEPTEMBER 2020			
Diploma in Coaching - Weekend - 2 Days - Module 3	September	11 - 12 September (Friday - Sat)	Pretoria
Diploma in Coaching - Second Bloc - 4 Days - Mod 3 & 4	September	14 - 17 September (Mon - Thurs)	Pretoria
Diploma in Coaching - Weekend - 2 Days - Module 4	September	18 - 19 September (Fri - Sat)	Pretoria
Self-Mastery for Personal Effectiveness Retreat (Intro to Coaching)	September	25 - 26 September (Fri - Sat)	Matlosana OR Kimberly
OCTOBER 2020			
Diploma in Coaching - 4 days - Modules 3 & 4	October	12 - 15 October (Mon - Thurs)	Pretoria
Diploma in Coaching - International Certification	October	19 - 22 October (Mon - Thurs)	Pretoria
Oral Exam / Diploma Day	October	30 October 2020 (Friday)	Pretoria
Oral Exam / Diploma Day	October	31 October 2020 (Saturday)	Pretoria
NOVEMBER 2020			
Diploma in Coaching - International Certification	November	16 - 19 November (Mon - Thur)	Pretoria

CORPORATE INFORMATION

REGISTERED NAME

CoachCompanion South Africa

REGISTRATION NUMBER

2016/035869/07

TAX NUMBER

9045 077 253

CSD SUPPLIER NUMBER

MAAA 0392 329

ADDRESS

Spaces Building
210 Amarand Building
Menlyn Maine, Pretoria
P O Box 11 Garsfontein 0042
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Fax : +27 12 443 6401
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Web : www.coachcompanion.co.za

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Web : www.motheoca.co.za

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Email : info@nortonrosefulbright.com
Web : www.nortonrose.com/za

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we change
the world



Botswana Ministry of Local Government and Rural Development and staff of Progressive Institute in Gaborone

REGISTRATION FORM

Name and Surname	
Organization	
Profession or Role	
Telephone Number	
Mobile Number	
Email Address	
Leadership Role, Formal or Informal	
Knowledge, Exposure or Experience in Mentorship	
Knowledge, Exposure or Experience in Coaching	
How do you anticipate using coaching competences	
Training Programme Registering for at CoachCompanion	



ADDRESS

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210 Amarand Avenue
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