

Flow Coach Accreditation

(ICF ACTP Accredited)

Curriculum Overview



Welcome

You are one step away from starting your Flow Coach Accreditation.

We want to help you get prepared for the course in the best way possible and help manage your expectations prior to the course starting.

If you have any questions, please let us know via email:
crew(at)flowcentre.org

We have a small group policy, which will allow for a personal and integrated learning experience. We ask you to come ready to learn and open-hearted. We will get to know each other very well during the course, and the people who get the most from the courses are those that use the course to develop personally as well as professionally.

Want to hear what others say about the course?

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"The quality of the coaching course was excellent. I learned so much. The practical exercises, content and one to one coaching were of a very high standard. As a parent, husband, owner of my coaching and speaking business, I thoroughly recommend the Flow Centre to you. If you are serious about becoming a coach, then enrol and enjoy the learning!"



"I loved learning from all of our guest speakers throughout the course! Each one came from such a different professional background and added so much value...Not only did my experience with FC prepare me and inspire me to launch my own coaching services, but it also impacted my overall life, relationships, and more. I feel I became a better friend, partner, listener, communicator, all through this course."



"I took the Flow Centre's course and was very impressed by the quality and clarity of information on offer. As a coach and trainer in leadership and professional development, I now have new information and tools to enrich my teachings. Recommended."



What to Expect?

This course has been life changing for many individuals. Whilst you may read this with some scepticism, it is common for those who have spent many years prior training to get the most out of the course due to their openness and desire to learn. You will spend many hours being coached yourself, and we suggest you use these hours to work on your own real-life situations.

Course of this nature, such as training to become a psychologist can take several years to complete. In this course, we only have several months, so it is important to make the most of it and set aside as much time as you can to study in between sessions.

Much of the course theory will be available through videos so that face-to-face time can focus on your coaching practice.

Ongoing Support After the Course

On graduation you will be invited to the Flow Coach Network, a group of coaches who have graduated our coach training and are actively working in the field.

The Flow Coach Network aims to provide you with support, training, and community for long after the course completion date.

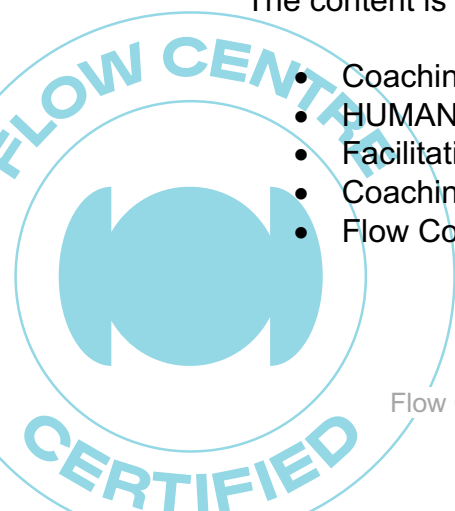
Being a part of the Flow Coach Network will allow opportunities to work with the Flow Centre in varying capacities.

The Curriculum

The course will be run over several months to give you the time to digest and integrate the theory into practice. We will meet for five-hour sessions, but you will also need to set some time aside outside these times to read the material, go over past and future content, and practice the coaching skills.

The content is split into 5 main modules:

- Coaching Foundations
- HUMAN Performance
- Facilitating Flow
- Coaching Professionally
- Flow Coaching Practices



Coaching Foundations

Session 1 – 5hrs – Coaching: Introduction

Course Introduction

Coaching Definition

Coaching Ethics

ICF - Meeting ethical guidelines & professional standards

Coaching Attitude

Session 2 – 5hrs – Coaching Foundations

Building relationships

Listening Skills

Questioning Skills

Contracting

Note Taking

Ending the Coaching Relationship

Within the past 4 sessions you will be required to complete **13** hours of self-paced work including 11 hours of online training and 2 hours of reading, journaling, and reflecting on course notes.

HUMAN Performance

Session 3 – 5hrs - Brain & Behaviour

Coaching Authority

The Coaching Relationship

Brain & Behaviour

Embodied Cognition & Knowledge

Session 4 – 5hrs – Needs, Values & Motivation

Values

Needs

Motivation

Anchoring

Session 5 – 5hrs –Coaching & Stress

Stress

Biology of Stress

Mindfulness

Coaching & Thought Detachment

Positive Psychology and Coaching

Session 6 – 5hrs – Positive Psychology

Coaching self-determination theory

Goal setting

Empowering the Client

Reframing in Questioning



Within the past 4 sessions you will be required to complete **9** hours of self-paced work including 7 hours of online training and 2 hours of reading, journaling, and reflecting on course notes.

Facilitating Flow

Session 7 – 5hrs – Flow

Subjective Experience
Flow

Session 8 – 5hrs – Facilitating Flow

Coaching Stress and Flow
Coaching Awareness and Flow
Coaching Beliefs and Flow
Coaching Psychological Levels and Flow

Within the past 4 sessions you will be required to complete **9** hours of self-paced work including 7 hours of online training and 2 hours of reading, journaling, and reflecting on course notes.

Coaching Professionally

Session 9 – 5hrs – Emotions, Change, and Patterns of Resistance

Coaching & Adapted Egos
Coaching Change
Coaching Emotions
Coaching & Primal Wounds
Coaching & Personality & Archetypes
Coaching & Co-Dependency

Session 10 – 5hrs – Coaching Boundaries & Interventions

Coaching Boundaries
Anxiety & Depression
Interventions: Heron Categories
Interventions: Motivational Interviewing
Interventions: Identifying Obstacles
Interventions: Identifying Multi-Dimensional reactions
Interventions: Integration of Parts

Session 11 – 5hrs – Advanced Coaching Interventions

Interventions: Many Minds (Thought Management)
Interventions: Timelines
Interventions: Imposter Syndrome
Gestalt Coaching

Session 12 – 5hrs – Coaching Types

Coaching Styles – Towards Wholeness
Facilitating Transformation



Session 13 – 5hrs – Practicing Creativity in Coaching
Developing Creative Processes in Coaching

Session 14 – 5hrs – Ongoing Coaching Requirements
Supervision
ICF Core Competencies
Professionalising Coaching
Continued Professional Development
Professionalising your Coaching Sessions

Within the past 3 sessions you will be required to complete **17** hours of self-paced work including 15 hours of online training and 2 hours of reading, journaling, and reflecting on course notes.

Flow Coaching Practices

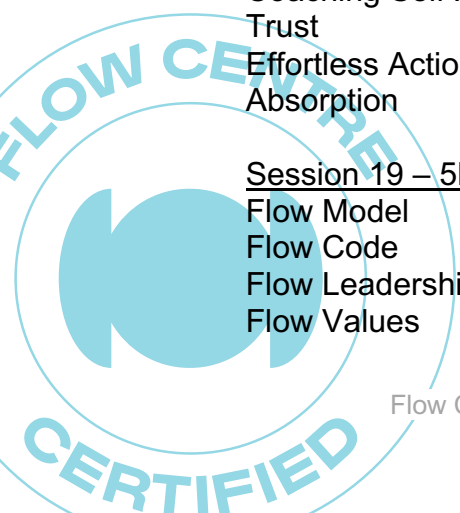
Session 15 – 5hrs – Groups, Society, Education, Facilitation
Flow Theory
Flow and Personality
Group Flow
Wider Impacts
Society & Flow
Relationships & Flow

Session 16 – 5hrs – Self-Leadership & Flow
Motivation & Flow
Challenge & Flow
Resilience
Enactive Learning
Mastery

Session 17 – 5hrs – Self-Regulation & Flow
Coaching Self-Regulation
Vision
Attention

Session 18 – 5hrs - Self-Actualisation & Flow
Coaching Self-Actualisation
Trust
Effortless Action
Absorption

Session 19 – 5hrs – Flow Coaching In Action
Flow Model
Flow Code
Flow Leadership
Flow Values



Flow Drivers
Flow Coaching Practices
Flow Coaching Organisations

Session 20 – 5hrs – Flow Coaching Assessment

Flow Coaching Assessment
Presentations
Closing

Within the past 6 sessions you will be required to complete **13** hours of self-paced work including 11 hours of online training and 2 hours of reading, journaling, and reflecting on course notes.

Additional Components

You are required to produce 1 recorded coaching session (30-60 minutes); for your ICF performance evaluation.

Within the sessions you will also receive 8 hours of group feedback, 2 hours of personal feedback and 4 points of written feedback on your personal coaching.



ICF Accreditation

After graduating you may want to apply for ICF accreditation. This is an accreditation with the ICF, a different organisation than the Flow Centre. Your application will be directly between the ICF and yourself.

We will endeavour to help you where possible to understand the ICF requirements to help you with your application. On the course we can answer any questions you have.

Typically, individuals will need to provide evidence of graduation from the course and evidence of the required coaching hours (100 hours at time of writing for ACC accreditation) to submit the ICF accreditation application. An open book exam is also required after your application is accepted to complete the ICF registration process.

Please visit the ICF accreditation page to understand exactly what is needed from you to apply for membership and accreditation.

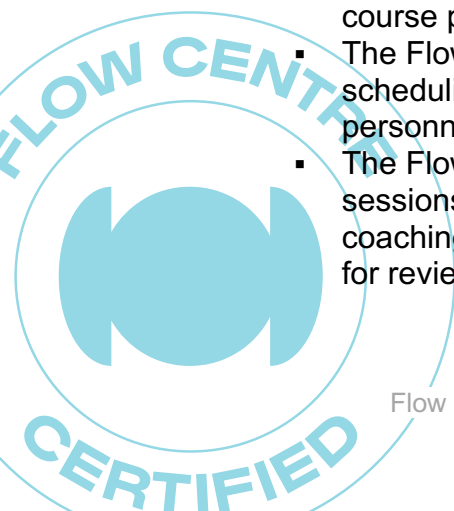
Enrolment Agreement

We are delighted that you are considering course enrolment at the Flow Centre. In purchasing this course the following enrolment agreement is activated. Our terms and conditions that shall apply to all our services and quotations are below. You are referred to as the 'Client' in the below agreement.

Prerequisites to participate in our courses

The Client declares to have fully understand all prerequisites needed to enrol and participate in the course and/or to take the final exams. Furthermore, the Client declares to have met all the required prerequisites. Requirements include:

- The Client can participate in a webinar conducted in English and hosted by ZOOM
- The Flow Centre can share your name and email address(es) with the ICF for credentialing records as well as to receive a completion survey from ICF.
- The Flow Centre can share your name and email address(es) with all course participants.
- The Flow Centre can display your name & email address(es) on any scheduling calendar. (These calendars will only be accessible to FC personnel and other participants in the course.)
- The Flow Centre can record group & individual class and mentoring sessions where the Client is a class participant, coach and/or a coaching client but leaving out the private coaching sessions submitted for review.



Online Course Delivery

All online courses will be delivered entirely online via Zoom.

Course Engagement

Our courses are conducted in English and are designed to be fun, 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, coaching activities, and experiential learning exercises. If you are unable to participate in an activity, please inform your trainer as soon as possible. Please refer to the code of conduct for additional details.

Attendance

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meeting. If you have an emergency or become ill and are not able to attend a session, please contact your trainer immediately, we will endeavour to help you re-sit the missed day(s).

Please contact the Flow Centre to understand the cost of making up missed time, and how to book in for a future module that was missed.

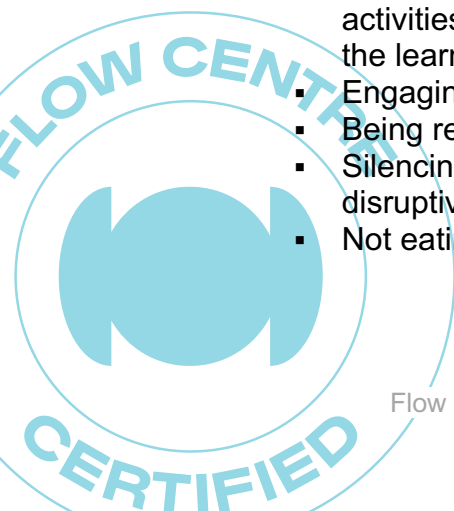
To complete the course, the following rules apply:

- The Client must attend all sessions
- The Client can miss 1 session from each module and still receive credit, provided all course requirements have been successfully completed and the missed sessions are made up.
- Final session **MUST BE ATTENDED LIVE.**
- All class work must be completed by due date.

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
- Attending all live sessions and mentor coaching
- Having your camera on for virtual live
- Participating fully in all sessions and mentor coaching. 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 trainers
- Silencing your cell phone, not texting, and not engaging in other disruptive behaviour
- Not eating food whilst sessions are in-training



Your Facilitators

All course lead Flow Centre Coaching facilitators have extensive coaching, mentoring, and training experience and meet the requirements set by the ICF. They hold an active ICF PCC or MCC, have been ICF-Trained as PCC Marker Assessors, have more than 10 years professional coaching experience.

Certificate

Proof that you have passed the final exam and/or that you have completed the prescribed number of hours in the program, will be issued via certification in electronic format.

Course enrolment confirmation

The Flow Centre reserves the right to check that the training contract, including the consent to use personal data, has been filled in correctly and signed by the Client. Course enrolment should not be considered confirmed until the signed contract has been received by The Flow Centre from the Client and until payment has been received in full. Deposits will secure your position on the course up until such time full payment is due

Exam and Certificate

When an exam is required to complete one of our courses, the exam dates will be scheduled by The Flow Centre and communicated to the Clients during the course. In any case, the Certificates will only be issued to the Client after all the requirements for the certification are met and after the payment for the whole course has been completed.

Exam Re-Take and Re-Assessment

There are two assessments during this course. The ICF assessment and the Flow Coach Assessment. If you do not pass the assessments, there will be a USD\$495 re-assessment fee.

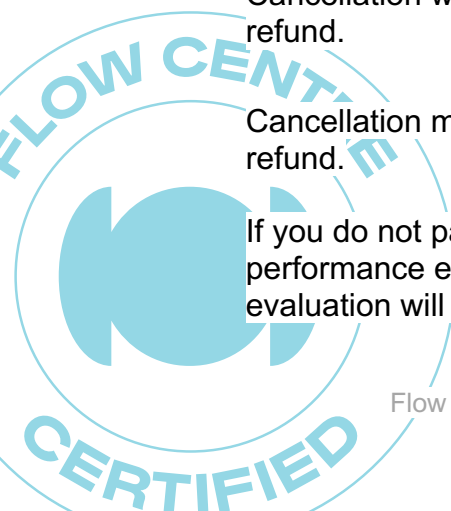
Cancellation and refund

Refunds will not be permitted after the course has commenced. Withdrawal will be at the Client's cost. If the withdrawal is due to the fault of the Flow Centre, then a refund minus deposit and percentage of course undertaken will occur.

Cancellation within 30 days of course commencement result in a 50% refund.
Cancellation within 31-60 days of course commencement result in a 70% refund.

Cancellation more than 60 days of course commencement result in a 100% refund.

If you do not pass the course requirements (i.e., coaching competence) and performance evaluation, additional attempts to pass the performance evaluation will be billed at US\$500 (Includes thorough feedback and



performance evaluation).

If you have to pull out of the course due to unforeseen circumstances, we will place you on the next course for unfinished components of the course. Course graduation and accreditation will not be distributed until all course components are met.

Any cancellation will incur an US\$500 administration fee to cover internal administrative costs.

General Payment Policy

All registrations are secured on a first-come, first-served basis. Your registration in a course is dependent upon receipt of funds. We accept payment by credit card, bank transfer, or paypal. Please see your invoice for further details.

All payment will be in US or AUS Dollars.

Securing Course Position

20% of the course fee is required to secure your deposit and place on the course. Full payment is due 60 days prior to course commencement.

Postponement or cancellation of scheduled courses by the Flow Centre

The Flow Centre reserves the right to cancel or modify the course dates, by informing the Client within 5 working days from the beginning of the course. The course may be postponed on two consecutive occasions. On the third postponement, the Client may ask for the transfer of the paid sum for the course to other initiatives/courses. Any other form of compensation for the Client from The Flow Centre is excluded.

Partial Completion Policy

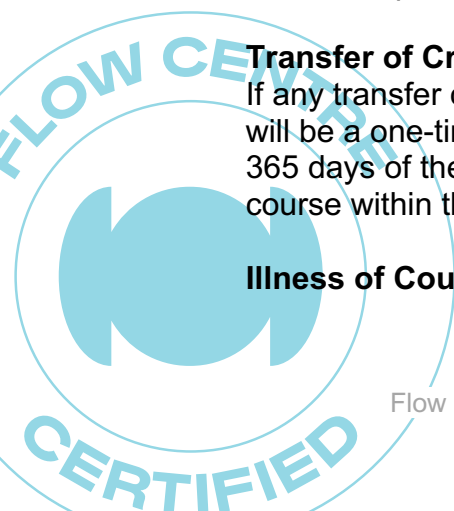
The Flow Centre will offer credit for partial completion of a course. The number of hours awarded will depend on the number of hours of curriculum received and completed assignments turned in, on time.

If you are interested in receiving partial credit for a course in which you are currently or were previously enrolled, please contact crew@flowcentre.org no more than (14) days after the course has ended. Please include details about the course in which you were enrolled, the number of credit hours you are seeking, and any additional relevant information. If approved, you will receive a certificate of credit from The Flow Centre indicating the number of training hours completed.

Transfer of Credit

If any transfer of credit has been agreed for the Client to move courses, there will be a one-time AU\$695 administrative fee. The credit must be used within 365 days of the credit being issued, unless the Flow Centre is not offering a course within this time, the credit can be used on the next available course.

Illness of Course Trainer/Facilitator



Should the course facilitator fall ill, sick, or become unavailable, the course dates and modules will be re-scheduled to a date in the future that is either (a) within 4 weeks and suits all parties, or (B) between 4 and 24 weeks in order to give the Client enough time to reschedule private events. No refund will be given in the case of facilitator sickness.

Privacy and use of personal data

The information communicated by the Client to the Flow Centre will be used exclusively to meet the objectives required by the courses and will be used in line with the security and confidentiality measures required by the law relating to the use of personal data. Also see our privacy policy.

Royalties

The courses and related materials are the exclusive property of The Flow Centre Pty Ltd. It is therefore forbidden to make any kind of copy or reproduce the material or distribute to third parties any of the content of the courses, even partially, without prior **written authorisation** from The Flow Centre Pty Ltd.

Complaint/Grievance policy

The delivery of the courses and the proposals are governed by the law of the country in which the contract has been agreed.

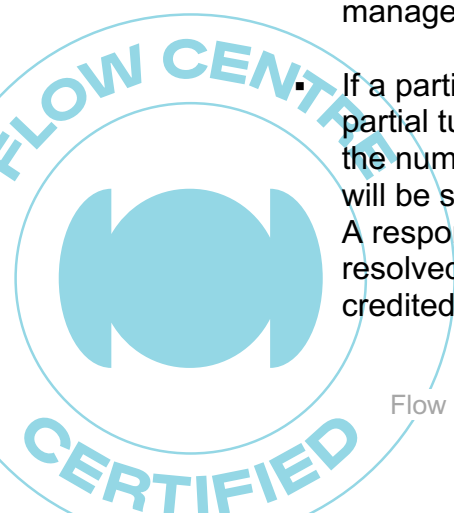
The Flow Centre seeks to ensure equitable treatment of every person and to attempt to solve any grievances in a timely and fair manner.

Participants have the right to file a grievance regarding presentation or content, facility concerns, or instructor/faculty behaviour.

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 7 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 a partial tuition refund for the module they are currently in – prorated to the number of hours that have not been provided. This written request will be sent to The DOT – Director of Training at: crew@flowcentre.org. A response will confirm receipt within 72 hours. If the matter cannot be resolved to the participants satisfaction, the prorated refund will be credited to the participant within 7 days. All appeal decisions are final.



Course Access

You leave the course with a large course manual that you can use for years to come.

Ongoing support

You can continue to engage with FC coaches long after the course. Many trainee coaches now work with FC and enjoy FC supervision, ongoing training updates, and much more.

Please also see additional documents that may be interest:

[Learning Philosophy Overview](#)

[Ethics, Integrity, Transparency Overview](#)

[Disability-Discrimination-DEIJ Statement and Grievance Procedure](#)

Bye for now, get excited! We will see you soon.

