



SYLLABUS: CERTIFIED BUSINESS COACHING SPECILIAST (BCS) – CRN 40232

Program Coordinator: Logan Gelzer
Exam Dates: 1st Wednesday of each new month
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Time: Self-Paced Program
Location: 100% Online

LEARNING OBJECTIVES OF THE CBCS:

- How does the business coach discover what clients are seeking and help them find their answers?
- What are the basic coaching principles; how are these principles applied in everyday coaching situations?
- What skills do the most the effective coaches need to master?
- What are the best tools and models to support different coaching needs and situations?
- How does the coaching process bring about organizational and individual excellence?
- What makes coaching a powerful instrument to drive change?

PROGRAM REQUIREMENTS:

Self-Management: The Certified Business Coaching Specialist (CBCS) is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

Strategic Project completion: The strategic project for the CBCS course is laid out in the study guide. This project is worth 50% of the CBCS grade and must be received completed before you can schedule your examination date.

Time-Management: Being that the CBCS is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

Examination: Examinations are offered the 1st Wednesday of each new month. After registering for the CBCS, you can schedule your examination date by submitting your completed strategic project (aforementioned) and your preferred exam date.

Please note that your exam date request must be received at least 2 weeks before the exam date. For example, if you would like to sit for the January 10th exam, we need to receive your request and completed project no later than December 27th. You can send your completed project and date request to the email address above.

PREREQUISITES: We require one year of work experience before candidates are accepted into the CBCS program.

REQUIRED TEXTS:

1. Co-Active Coaching by Laura Whitworth, Karen Kimsey House and Henry Kimsey House. (ISBN: 978-0891-06198-4)
2. Coaching Questions by Tony Stoltzfus. (ISBN: ISBN: 978-0979-41636-1)
3. The Business Coaching Toolkit by Stephen G. Fairley and Bill Zip. (ISBN: 978-0470-14692-7)

REQUIRED TOOLS: Internet access and an Internet browser with which to take the online exam and to view the program videos. Internet Explorer and Firefox work best, though most browsers should suffice.

CBCS GRADE BREAKDOWN:

Strategic Project: (100 pts) – Instructions provided in the CBCS Study Guide.

Exam: (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions (20%)

For more information and to register for this self-paced business coaching training and certification program, please visit our FAQ page.