

# FEDERAL COACHING NETWORK

## GROWING INTERNAL COACHES GOVERNMENTWIDE

*The Federal Internal Coach Training Program is a rigorous program that is certified by the International Coach Federation to provide professional-level coach training to Federal employees. Federal internal coaches will provide coaching to Federal employees and foster a coaching culture by encouraging candid and respectful conversations between managers and employees, encouraging self-reflection and promoting creativity in problem solving and performance improvement.*

### Employee Statement of Interest

**TO BE COMPLETED BY APPLICANT:**

<b>Name:</b>			
<b>Department/Agency:</b>			
<b>Component:</b>		<b>Functional Area:</b>	
<b>Email Address:</b>		<b>Phone Number:</b>	
<b>Current Title:</b>		<b>Location/Address:</b>	
<b>GS Level:</b>			
<b>Supervisor Name:</b>		<b>Supervisor Email:</b>	
<b>Supervisor Title:</b>		<b>Supervisor Phone:</b>	
<b>Have you had prior coach training or experience? If so, please describe below. List all coaching certifications you have earned (e.g., ICF ACC, ICF PCC, ICF MCC, BCC).</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Why are you interested in becoming a Federal Internal Coach?</b>			

**How would becoming a coach contribute to your short-term and long-term career goals?**

**Describe your commitment to changing the culture of Government through coaching.**

**Describe a prior work experience where you have helped someone develop a plan for reaching a goal. How did you help them, and support their progress to the goal?**

**Special Requirements and/or Accommodations (if any):**

**I fully understand the requirements and time commitment needed to engage in this training program:**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

## Supervisor Approval

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The undersigned agrees to allow \_\_\_\_\_ to participate in the Federal Internal Coach Training Program. This program requires participation in **114 hours** of live and virtual coach-specific training, practice, and other assignments. An official course syllabus will be distributed after approval of enrollment.

Trainees must attend virtual-classroom training on the following dates:

- **Orientation: April 26, 2023**
- **May 4-5, and 8- 10, 2023**
- **June 7-8, 2023**
- **July 19-20, 2023**
- **August 23-24, 2023**
- **September 13-14, 2023**
- **October 11-12, 2023**
- **November 14-15, 2023**
- **December 12-13, 2023**
- **Graduation: January 31, 2024**

I acknowledge that the Federal Internal Coach Training Program is a rigorous 8-month program that will prepare participants to educate, promote, and foster a coaching culture within the Federal Government and agree to support the participation of my employee to the best of my ability.

I understand this agreement in no way limits my ability to schedule his/her work. Further, I understand that s/he will keep me informed about the Federal Internal Coach Training Program assignments and requirements. I also understand that once selected, participants are required to:

1. Attend all segments of virtual training
2. Coach 4 individuals for a minimum of 6 hours each
3. Participate in two (2) mentor coaching sessions for 90 minutes each per month
4. Receive at least 6 hours of coaching
5. Complete at least five (5) observed coaching sessions; three (3) will be recorded
6. Complete an oral exam demonstrating learned coaching skills
7. Write a Reflection Paper of learning and observations
8. Complete all other course requirements

I understand that after graduation, each Federal Internal Coach commits to coach other Federal employees in support of establishing a culture of coaching throughout Government. All future coaching engagements need to be approved by me based on organizational priorities. All coaching activities in no way will affect the classification of official duties of positions under my direct supervision.

I also understand this program is at no cost to the agency, training will be conducted in a virtual environment. Applicant understands they may need to access virtual training space via personal device, if agency firewall does not permit access to training using government-issued device.

<b>Supervisor Signature:</b>		<b>Date:</b>	
<b>Participant Signature:</b>		<b>Date:</b>	

*\*\*Comparable training is valued at \$11,500.*