12-Hour Asynchronous Mentor Coach Specialization (MCS) Education

Program Syllabus

Facilitators: Sheri Boone & Jamee Tenzer

Program Overview

This 12-hour asynchronous program prepares coaches to serve as ICF mentor coaches. Across twelve core modules, participants build the observation, feedback, and documentation skills required to mentor coaches toward ICF credentialing, working through the ICF Mentor Coaching Competencies (Sections A–D), guided audio coaching sessions, and structured written and verbal feedback practice.

Learning Objectives

- Identify and articulate the ICF Mentor Coaching Competencies (A. Foundation, B. Co-Creating the Relationship, C. Communicating Effectively / Client Development, D. Group Mentor Coaching).
- Apply active listening skills to identify ICF Core Competencies as demonstrated in recorded coaching sessions.
- Accurately complete the ICF Session Observation Form, citing transcript-based evidence for observations.
- Use the ICF Competency Review Form to track a mentee's development across multiple sessions.
- Design and deliver effective, collaborative verbal feedback that supports a mentee's growth.
- Adapt mentoring approach to a mentee's credential level (ACC, PCC, MCC) and individual learning style.
- Facilitate an inclusive, well-structured group mentor coaching experience.

Program Materials & Resources

The following resources are provided and used throughout the program:

- Class syllabus
- ICF Core Competencies
- Mentor Coaching Handbook (includes the Mentor Coaching Competencies)
- Mentor ICF Session Observation Forms, plus a sample completed form
- Mentor ICF Competency Review Form, plus a sample completed form
- Coaching session recordings and transcripts
- Talk About Coaching podcast episode recordings and transcripts
- Mentor Reflection Journal
- Module 1–10 quizzes (5 questions each)

Module-by-Module Schedule

Module	Time	Topics
Module 1	1:00	Program orientation & resource overview; mentor coaching definition; overview of ICF Mentor Coaching Competencies; the experiential (Kolb) learning cycle

Module	Time	Topics
Module 2	1:00	Importance of setting a strong coaching agreement; what a complete agreement includes and how a mentor can listen for a complete agreement.
Module 3	0:55	How to complete the ICF Session Observation Form; how to cite evidence from a transcript to support observations.
Module 4	1:05	B.3.1–B.3.5 reviewed in sequence: review ICF Core Competency 4 (Cultivating Trust and Safety) as it shows up in mentoring, allowing space for reflection, understanding mentee goals, inviting mentee-led learning, and supporting skill integration between sessions.
Module 5	0:55	Discernment in mentor observation and feedback, introduction to the ICF Competency Review Form for tracking development across sessions.
Module 6	1:05	C.4.1–C.4.5: mentoring to credential level (ACC Bars, PCC Markers, MCC Bars); structuring an effective feedback conversation; reviewing growth over multiple sessions.
Module 7	0:55	Building fluency with the ICF Session Observation Form; connecting written observations to a verbal feedback conversation.
Module 8	1:00	C.5.1–C.5.4: identifying a mentee's values and coaching style; ICF Core Competency 7 (Evokes Awareness) and Competency 6 (Listens Actively) as they show up in mentoring.
Module 9	1:05	C.5.5–C.5.8: delivering observations in a non-judgmental style; sharing developmental feedback; adapting to a mentee's learning style; recommending outside resources.
Module 10	1:00	D.6.1–D.6.4: creating an inclusive group learning experience; pre-planning group sessions; structuring peer feedback; closing group sessions meaningfully.

Module	Time	Topics
Module 11	1:00	Additional independent practice applying the full range of prior modules
Module 12	1:00	Additional independent practice applying the full range of prior modules

Completion Requirements

- Complete all 12 core modules, including each module's journal reflections and 10 quizzes.
- Submit the completed Mentor Reflection Journal to sheriandjamee@coachcachet.com.

Certification

Upon completion of all requirements, participants receive a certificate of completion, which can be submitted to the ICF along with this syllabus.