



COACHING INTERNSHIP PROGRAM

2023-24 Application Package

FALL INTAKE

UBC Coaching Services
Talent Development & Engagement
UBC Human Resources

Hello Prospective Coach,

We are delighted that you have decided to pursue professional coaching training from an International Coaching Federation (ICF) or equivalent accredited coaching training provider. University of British Columbia (UBC) has been investing in organizational coaching for more than two decades.

In this application package, you will find more information about the commitment, selection criteria and eligibility requirements to become a coaching intern, what to expect from the selection process and expectations of successful coaching interns. You will also find more information about what we require as part of your application which is to be submitted in its entirety to UBC Coaching Services **no later than 11:59pm on Sunday, December 10, 2023.**

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About UBC Coaching Services

The university introduced coaching as a talent and employment development and support modality in 2003. Since then, it's become an integral part of UBC's culture and strategy and continues to be a catalyst for leadership development, employee engagement and creating high-value workplace experiences.

Coaching Services' vision of integrating a robust coaching culture at UBC continues to be realized with a team and community of dedicated internal and external professional coaches through one-on-one, group, and custom coaching partnerships. UBC employees, including staff, managers, leaders and faculty members have access to work with any one of our talented and committed professional UBC Coaches.

UBC Coaches come from diverse professional backgrounds; have widely varying subject matter expertise; and are connected to the life of the University. They understand UBC's organizational culture and values and contribute to the university's strategic priorities by offering agreed coaching engagements through the UBC Coaching Portal.

About the UBC Coaching Internship

To continue building and sustaining the capacity of the Coaching Services program within UBC and to diversify the community, faculty and staff are invited to apply to the Coaching Internship program to support them in their continued coaching skills development and to help offset the tuition costs of pursuing the ICF Accredited Coach Training Program of their choice. Successful applicants will join Coaching Intern Community #11 and the UBC Community of Coaches. Upon completion of their certification, graduate coaches commit to provide professional coaching hours to the university community and contribute both personal and professional time to advancing the professional practice of Coaching at UBC. This year, up to 8 internships will be awarded with \$1500 offered per intern.

While the funding received from the internship program helps to off-set the cost of professional coach training, it also confirms the intern's commitment to provide UBC with coaching hours and engagements on the UBC Coaching Portal for 12+ months. As a result of this commitment, UBC Interns log coaching hours towards their ICF credential, work with diverse clients, provide UBC staff and faculty with access to professional coaching and build strong professional networks across UBC.

As a prospective professional coach, you are committed to a 12-month Coaching Internship that supports UBC staff and faculty grow their careers, develop as leaders and shape the future of research, teaching and work through coaching conversations and engagements. To set you up for success, we have outlined how Coaching Interns partner with UBC Coaching Services through their coaching training and beyond.

If you are planning to enroll, are currently enrolled or have just graduated from an accredited coach training program, the UBC Coach Internship program provides you with the opportunity to gain valuable coaching hours and experience by applying your coaching skills to UBC Coaching Services. Over a 12-month commitment you will gain over 48 coaching hours that can

be applied towards your ICF or EMCC credentials. Once interns complete their commitments, they continue as a UBC Coach under our standard terms of affiliation for UBC Coaches.

Benefits for Coaching Interns

- Access to a diverse and broad range of UBC clients and topics.
- Hands on experience coaching at UBC and intentionally linking professional coaching to organizational priorities.
- Expanded networks and professional development opportunities.
- Support with integrating and applying new coaching skills to a professional context.
- Funding to partially offset the tuition costs associated with certification.

Coaching Internship Learning Outcomes

Upon completion of their Coaching Internship, graduate coaches will be able to:

- Reflect constructively on their coaching competency.
- Identify specific actions they can take to improve their coaching competency.
- Articulate the impact of their coaching skills within their organizational unit.
- Articulate how their coaching skills are contributing to the coaching culture at UBC.
- Apply their coaching skills to working with UBC employees.

Eligibility

The Coaching Internship Program is open to all regular and active UBC Staff and Faculty.

Applicants must:

- Have completed their probation on or prior to October 31, 2023.
- Be regular paid UBC staff or faculty member
- Receive approval to participate in the coaching internship program from their manager
- Be currently enrolled in an ICF accredited Level 2 Accredited Coach Training program (or equivalent) **OR** recently completed the program (within 6 months) and be able to demonstrate their plan to incur the tuition expense to be reimbursed within the current fiscal year (2023-24).

Selection Criteria

Applications will be reviewed by the Coaching Services team in consultation with key UBC partners and shortlisted candidates will be invited to attend an interview. Throughout the selection process, applications will be assessed against the following criteria:

- Applicant's ability to meet the required commitments of the Coaching Internship including a 12-month term and a minimum of 48 coaching hours, with the support of their UBC manager/supervisor.
- Applicant's demonstrated ability to cultivate trust and safety, maintain confidentiality, embody a coaching mindset and support learning, development and awareness for others.

- Applicant’s ability to clearly and specifically articulate their commitment to coaching UBC staff and faculty to support UBC to build a coaching culture.
- Applicant’s demonstrated interest and commitment to link their pursuit of coach training and coaching hours to UBC’s Focus on People strategy.

As UBC Coaching Services purposefully seeks to expand and diversify its roster of coaches, the selection committee may also consider the department and employment group to which the applicant belongs.

We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

Strong consideration will be given to applicants currently enrolled or who have recently completed a certificate program since April 30, 2023.

Expectations of Coaching Interns

- Remain in good standing as a Learner Coach and successfully complete the requirements of your ICF Level 2 Accredited Coach Training program (or equivalent) within two years from the start date of your program.
- Access all sources of professional development funding available to you through UBC. That funding together with the request for internship support will amount to a portion your total program cost. You are personally responsible to finance the remaining balance of your program.
- Participate in Coaching Services events for UBC Coaches including:
 - Coaching Intern Learning & Development sessions
 - Mentor Coaching & Coaching Supervision
 - UBC Coaching Community of Practice gatherings
 - Community of Practice Professional Development sessions
- Provide proof of completion when you have finished your ICF Level 2 Accredited Coach Training Program or equivalent (i.e., Certificate of Program completion).
- Upon completion of your coach training, submit a sample coaching session recording and supporting feedback to Coaching Services that demonstrates ICF coaching competencies and your readiness to coach UBC faculty and staff.
- Upon completion of your coach training, commit to providing a minimum of four coaching hours per month over 12 months (48 hours total) to UBC faculty and staff at no cost.
- Maintain regular contact with Coaching Services and inform us about any changes that might affect your ability to fulfil this agreement.

- Upon completion of the internship requirements, coaches complete an evaluation before transitioning into a UBC Associate Coach role* (this is currently a 12+ hour per year commitment; however, agreements are subject to review and change).

Application Requirements

Coaching Internship applicants will submit a complete application to Coaching Services **no later than 11:59pm on Sunday, December 10, 2023**. The application will include the two forms that accompany this guide in addition to the applicant's resume. Incomplete applications will not be considered.

How to submit your application

Your completed Coaching Internship application will contain three (3) items:

- Coaching Internship Application Form
- Manager/Supervisor Statement of Support Form
- Your resume

Please submit all three items within a single PDF via email to Coaching Services: coaching@hr.ubc.ca **by 11:59pm on Sunday, December 10, 2023**.

Next Steps

After the closing date, Coaching Services will review all applications to confirm applicant eligibility and that all applications are complete. Coaching Services will then work with key UBC partners to assess all complete applications based on the selection criteria and shortlist applicants to be invited to a 30-minute panel interview. Interviews will be held virtually. Internships will be awarded at \$1,500 and number of internships will be depended on budget.

What to expect from Coaching Services

- Acknowledgment of receipt of your application via email.
- Notification of our decision no later than January 12, 2024.
- Unsuccessful applicants who attend an interview will be notified of the committee's decision via a phone call at a prescheduled time. Unsuccessful applicants not shortlisted for an interview will be notified of the committee's decision via email.
- Feedback on unsuccessful applications will not be provided.
- If a shortlisted applicant is unable to attend the interview at their allotted time, Coaching Services will offer one alternative time slot.
- Successful applicants will receive a welcome package with orientation and onboarding information and details on how to submit their tuition receipts for reimbursement.
- Managers of successful applicants will receive a welcome package to the program including a letter confirming the intern's participation in the program.

Contact

If you have questions about the coaching internship program or the application process, please reach out to us anytime: coaching@hr.ubc.ca

[Heather Turnbull](#) & [Elena Latushki](#)

Coaching Services | coaching@hr.ubc.ca

Talent Development & Engagement | Human Resources | 6190 Agronomy Road, 600

The University of British Columbia | Vancouver Campus | Musqueam Traditional Territory

Application Form 1: Coaching Internship Program 2023-24 Application

Personal Details

Your name: _____

UBC Email:

Phone Number (business hours):

UBC Employment Details

Your Position:

Department/Unit:

Have you passed probation?

Yes

No

If no, when will you pass probation (must be on or before October 31, 2023):

What is your employee group affiliation (you must be a regular paid UBC staff or faculty member)?

AAPS

Excluded M&P

BCGEU

Executive Administration

CUPE 116

Faculty

CUPE 2278

IUOE 115

CUPE 2950

Non- Union Technician/Research Assistant

Coaching Internship Application Questions

Have you been ever been coached?

Yes

No

If yes, describe the coaching you received (eg. a single session, multiple sessions, at UBC, elsewhere):

Which International Coaching Federation Level 2 (or equivalent) training program are you planning to enroll in?

What is your program start date and estimated completion date?

What are your options for securing financial support? (department, professional development funds, personal funds, etc.):

What funding have you currently secured?

Describe how you would like to advance UBC strategic priorities, including the Inclusion Action Plan, Indigenous Strategic Plan and Focus on People through your coach training and internship commitments (250 – 300 words):

What opportunities do you see in your role and workplace for coach training to be a catalyst towards better people practices and the achievement of unit or organizational goals? (250-300 words):

Describe how you cultivate trust and safety, maintain confidentiality, embody a coaching mindset and support learning, development and awareness for others in your workplace or unit (250-300 words):

Is there anything else you want us to know that would support your application? (250-300 words):

Application Declaration

Please check off the following to acknowledge:

- I have read and understand the application requirements
- My manager has reviewed the information for managers/supervisors and completed the supporting documentation.
- I understand that as a coach intern and following the successful completion of my coach training, I will provide a minimum of four coaching hours per month over 12 months (48 hours total) to UBC faculty and staff at no cost.

Signature:

Date:

Appendix 1: Coaching Internship – Information for Managers & Supervisors

UBC Coaching Services

UBC has been investing in organizational coaching for more than two decades. The university introduced coaching as a talent and employment development and support modality in 2003. Since then, it's become an integral part of UBC's culture and strategy and continues to be a catalyst for leadership development, employee engagement and creating high-value workplace experiences.

Coaching Services' vision of integrating a robust coaching culture at UBC continues to be realized with a team and community of dedicated internal and external professional coaches through one-on-one, group, and custom coaching partnerships. UBC employees, including staff, managers, leaders and faculty members have access to work with any one of our talented and committed professional UBC Coaches.

UBC Coaches come from diverse professional backgrounds; have widely varying subject matter expertise; and are connected to the life of the University. They understand UBC's organizational culture and values and contribute to the university's strategic priorities through one-one-one, group and team coaching engagements.

UBC Coaching Internship Program

To continue building and sustaining the capacity of the Coaching Services program within UBC and to diversify the community, faculty and staff are invited to apply to the Coaching Internship program to support them in their continued coaching skills development and to help offset the tuition costs of pursuing the ICF Accredited Coach Training Program of their choice. Coaching Interns join the UBC Community of Coaches and upon completion of their certification, commit to provide professional coaching hours to the university community and contribute both personal and professional time to advancing the professional practice of Coaching at UBC.



Apply to the
Coaching Internship
with Managers approval



Pursue and complete
a Coach Training
Program



Provide coaching
hours via the
UBC Coaching Portal



Contribute to UBC's
coaching, leadership
and learning culture

Your Role: Support and Endorsement

As a manager, you support your employees' career aspirations and ongoing learning and development. As the manager or supervisor of a Coaching Intern, you are an essential partner in this transformational learning experience and support the development of core coaching skills, behaviors and competencies shaping people practices across UBC

By completing this form, you are joining forces with UBC Coaching Services to formally integrate your employee's new coaching skills and knowledge into tangible coaching hours and practice.

You will make a difference by:

- Supporting the coaching intern once they have completed their coach training to dedicate 48 hours over 12 months to coaching staff and faculty via UBC's Coaching Portal
- Supporting the coaching intern to attend 4 x 1-hour quarterly intern learning and development sessions between June 2023 – May 2024
- Engaging in conversations with the coaching intern around their emerging insights and opportunities to apply new coaching skills within your unit

You will benefit from being a Coaching Internship partner by:

- Shaping UBC coaching culture and enhancing people practices, leadership skills and workplace experiences in your unit
- Having more informed, connected and engaged staff
- Learning alongside your employee/colleague

As a partner, UBC Coaching Services will support you by:

- Establishing an ongoing relationship with the Coaching Services Program Manager
- Providing information via email at the beginning, middle and end of the program
- Providing opportunities to share your feedback and inform improvements to the program

What are the benefits to Coaching Interns?

- Experience coaching a diverse and broad range of UBC clients and topics
- Hands on experience coaching at UBC and intentionally linking professional coaching to organizational priorities
- Expanded networks and professional development opportunities
- Support with integrating and applying new coaching skills to a professional context
- Funding to partially offset the tuition costs associated with coach training and/or certification.

Application Form 2: Coaching Internship 2023-24 Manager/Supervisor Statement of Support

1. Please briefly outline why you have chosen to support this employee to pursue and apply to the Coaching Internship program (2-3 sentences):

2. In your workplace, describe how your employee demonstrates skills such as cultivating trust and safety, maintaining confidentiality, embodying a coach like mindset and supporting learning, development and awareness for others (2-3 sentences):

3. Describe how you see your employee's coaching skills impact outcomes within your workplace and at UBC (2-3 sentences):

Coaching Intern Partner Agreement

The role of the coaching internship partner is not to be overlooked. You are invited to play a key role in the intern's coaching development. By supporting your employee pursue the Coaching Internship Program, you commit to actively supporting the participant in their own development, whether personally or professionally.

Declaration of Support

By signing the following, you:

- Endorse your employee's coaching internship application and their commitment to developing and applying their professional coaching skills and knowledge through professional coaching engagements with UBC staff and faculty clients.
- Support the time commitment required for your employee to participate fully in the Coaching Internship Program (including 4-hours per month coaching UBC staff and faculty)

- Have read the Expectations of Coach Interns section in the application package provided by your employee for your review.

I, [Your name] am happy to be a Coaching Internship partner of [Applicant Name] .

Your Signature:

Date:

Your UBC email address:

Phone:

This signed Coaching Intern Partner Agreement should be provided to the coaching internship applicant to upload as part of their Coaching Internship application*