**2021 COACHING SERVICES INTERNSHIP PROGRAM APPLICATION PACKAGE**

**APPLICATION DEADLINE – SUNDAY FEBURARY 7, 2021**

We are delighted that you have decided to pursue formal coach training from an ICF (International Coach Federation) Accredited Coach Training Program (ACTP). Coaching Services purposefully seeks to expand and diversify our roster of internal coaches through the Coaching Internship Program.

As a starting point, please ensure that you read and complete the forms in this package and provide the requested documentation**. The package in its entirety must be received by 11:59 pm on Sunday, February 7, 2021.**

Your completed Coach Internship Program Application Package will contain seven (7) items:

Completed and signed documents within this package

1. Application Form
2. Manager Approval Form
3. Expectations of UBC Coach Interns

Attachments

1. Your Resume
2. Names of three (3) UBC contacts for references
3. Your Letter of intention

* In 500 words or less, outline your motivation and interests for pursuing this program, your current coaching experience and understanding, what you feel you will gain from the program, what strengths you bring and how the program contributes to your future personal and/or professional goals.

1. Letter of Support from a third party (e.g., manager, supervisor, professional coach)

* Your letter of support will outline why you are a suitable candidate for the coaching program, including how you will succeed and how the program will benefit you. We also ask that your reference indicate how they know you and include their contact information.

Forward your completed Application Package to Coaching@UBC **by email:** [coaching@hr.ubc.ca](mailto:coaching@hr.ubc.ca)

**Please submit the required documentation in a single PDF document.**

If you have any questions, please do not hesitate to email: [coaching@hr.ubc.ca](mailto:coaching@hr.ubc.ca).

*Thank you for your interest in the Coaching Services Internship Program.*

*Our independent selection committee will review your application and notify you of the outcome when the process is complete.*

**2021 COACHING SERVICES** **INTERNSHIP PROGRAM APPLICATION FORM `**

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| **Name**  Click or tap here to enter text. | **Email**  Click or tap here to enter text. |
| **Position**  Click or tap here to enter text. | **Phone Numbers (work/ cell/ home)**  Click or tap here to enter text. |
| **Department/Unit**  Click or tap here to enter text. | **Have you passed probation?**  Yes  No - If no, when will you pass probation? Note: Probation must be complete by March 31.  Click or tap here to enter text. |

**What is your affiliation? (Note: must be a regular paid UBC staff or faculty member)**

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| --- | --- |
| AAPS | Excluded M&P |
| BCGEU | Executive Administration |
| CUPE 116 | Faculty |
| CUPE 2278 | IUOE 115 |
| CUPE 2950 | Non- Union Technician/Research Assistant |

**Have you been ever been coached?**

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| --- | --- |
| Yes | No |

**If yes, describe the coaching you received (eg. Was it single session, multiple session, at UBC, elsewhere)**

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| Click or tap here to enter text. |

**Describe your understanding of the differences between coaching, counselling, consulting and mentoring.**

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| Click or tap here to enter text. |

**2021 COACHING SERVICES INTERNSHIP PROGRAM APPLICATION FORM `**

**Which ICF (International Coach Federation) Accredited Coach Training Program are you planning to**

**enroll in?**

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| Click or tap here to enter text. |

**What is your program start date and estimated completion date?**

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| Click or tap here to enter text. |

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

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| Click or tap here to enter text. |

**What funding have you currently secured?**

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| Click or tap here to enter text. |

**What funding are you requesting from the Coach Internship program (maximum $2,000)?**

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| Click or tap here to enter text. |

***I have read and understand this application.***

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| **Signature** |
| **Date**  Click or tap here to enter text. |

***Note about funding:*** *Coaching Services views funding for this training as a* ***shared responsibility*** *between the Coach Interns and UBC. We expect you will access all sources of professional development funding available to you through UBC. That funding together with your request for internship support will amount to a portion of your total program cost. You are personally responsible to finance the remaining balance of your program. For more information, please contact* [*coaching@hr.ubc.ca*](mailto:coaching@hr.ubc.ca)

**2021 COACHING SERVICES INTERNSHIP PROGRAM - MANAGER APPROVAL FORM**

Coaching Services is a mobilized force of over 100 coaches offering professional coaching services at no cost to UBC faculty and staff. Our 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.

To continue building the capacity of the Coaching Services program from within UBC, we invite faculty and staff to apply for Coach Internship Funding to help offset the tuition costs of pursuing an ICF Accredited Coach Training Program of their choice. Successful applicants join the UBC Community of Coaches providing 1-on-1, group and team coaching services to our university community and contribute both personal and professional time to advancing the professional practice of Coaching at UBC.

If your employee is successful in securing funding from UBC’s Coach Internship Program to become a professional coach, your employee will commit to provide a minimum of 4 hours of coaching services each month during their regular work hours. This allows them to **frequently practice and integrate their coaching skills; to meet practicum requirements for Coach Certification and to meet ICF credentialing requirements.** This time commitment may be flexible for short periods of time to take into work commitments.

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| *Click on box to mark “yes” or “no”* | **Yes** | **No** |
| Training for coach certification may require your employee to take time away from work. Have you discussed your expectations in terms of work commitments and reached agreement? |  |  |
| As outlined above, your employee will commit 4-hours each month of paid work time to coach UBC staff and faculty through Coaching Services. Can we count on your support to help your employee meet this requirement? |  |  |
| Have you read the Coaching Services Expectations of Coach Interns document, which your employee has provided for your review? |  |  |

*I understand and support this application.*

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| **Name of Applicant** | Click or tap here to enter text. |
| **Name of Manager** | Click or tap here to enter text. |
| **Signature of Manager** |  |
| **Date** | Click or tap here to enter text. |

If you have any questions, please contact Coaching Services at [coaching@hr.ubc.ca](mailto:coaching@hr.ubc.ca).

**2021 COACHING SERVICES INTERNSHIP PROGRAM**

**EXPECTATIONS OF UBC COACH INTERNS**

Coaching@UBC is committed to building the University’s Community of Coaches from within by supporting UBC staff and faculty’s pursuit for professional Coach training and ultimately ICF (International Coach Federation) credentialing. The Coach Internship Program funding supports successful applicants in offsetting the tuition costs of an ICF Accredited Coach Training Program of their choice. Successful applicants go on to the UBC Community of Coaches providing 1-on-1 coaching services to our university community and contribute both personal and professional time to advancing the professional practice of Coaching at UBC.

As a Coach Intern applicant, we ask that you review the following expectations and sign below to acknowledge that you have read and understood them.

As a UBC Coach Intern, you will:

* Remain in good standing as a Learner Coach and successfully complete the requirements of your ICF Accredited Coach Training Program within two years from the start date of your program.
* Provide proof of completion when you have finished your ICF Accredited Coach Training Program. (i.e. Certificate of Program completion)
* Participate in a coaching engagement assessment to valuate ICF Coaching Competencies and readiness to coach UBC faculty and staff.
* Participate in Coaching Services events for UBC Coaches including:
  + Orientation and Onboarding
  + Mentor Coaching
  + UBC Coaching Community of Practice gatherings
  + Professional Development sessions

* Maintain regular contact with Coaching Services and inform us about any changes that might affect your ability to fulfill this agreement.

*I acknowledge that I have read and understood the Expectations of a Coach Intern.*

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| **Name**  Click or tap here to enter text. |
| **Date**  Click or tap here to enter text. |
| **Signature** |