



IRISH LIFE COACH INSTITUTE

Course Assignments

Requirements and Guidelines

All students must complete the following assignments:

1. 6 Book Assignments (Learner Record)
2. 4 Coaching Learner Reports (Learner Record)
3. Theory and Practice of Coaching (End of Course Project – Theory)
4. Ethics in Coaching (End of Course Project - Theory)
5. Critical Evaluation of Coaching as an Observer and a Client (End of Course Project – Personal)
6. Critical Evaluation of Coaching as a Coach (End of Course Project – Personal)

Learner Record:

1. 6 Book Assignments - 6 x 500 words - 3000 words in total

You have 6 book assignments to complete over the first 6 months of the course (for Modules 2 – 7) The assignment for each of the books (from your course book list) is as follows:

Write about the insights you have gained from reading the book and how you can apply those insights to improve your life

Your insights will be triggered by sentences, paragraphs or even headings from the books – ideas or concepts that have particular meaning for you, that “jump out” at you, that you know you need to include in your life (perhaps missing pieces of the jigsaw puzzle). This is what you will be writing about and also about how you can bring these changes into your life.

Requirement and Guidelines: All your book assignments will be very personal and will mostly have “I” and “me” sentences and definitely not “You” or “One” sentences in them! These assignments are exclusively about the impact these books have on your personal life, on your personal view of yourself, of your life and of the world you live in. In other words, how you “do” life and all the different aspects of it (relationship with self, relationship with others, relationship with tasks, relationship with situation or circumstances, relationship with work, religion etc). These 6 books are 6 different mirrors, and you will see different aspects of yourself in each of these mirrors...this is what you will be writing about.

You will not be writing a book review; you will not be sharing your reactions or opinions about the authors or sharing your disagreements with some of their ideas (you may have these, but they belong in your head not in your assignment!

Requirement: Each assignment will be 500 words (500 - 750 words is acceptable, but below 500 words is not acceptable). If you are getting a lot of insights from some or all of the books and you simply cannot stop writing, please continue to write, continue to express your insights and how you can change things in your life and when you have finished you can then edit back the version you are sending in to the ILI and keep the longer version for yourself for your own benefit!



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2. Coaching Learner Reports (CLRs) – 4 x 250 words – 1000 words in total

These coaching learner reports (CLRs) will highlight how your coaching competencies and confidence in coaching has developed as a direct result of your coaching sessions and reflections of same.

They will be based on you identifying improvements in your use of the core competencies and practice of coaching and your increasing confidence in coaching as you will see below.

Please do not include information in these reports about how the books have helped you or how your PCG has helped or how what you do in class has helped – only how your peer and pro bono coaching sessions as a coach have helped to improve your skills and confidence for the first 3 CLRs.

Your first CLR will be based on your 4 peer coaching sessions which will take place outside of class hours between Module 2 and Module 4 and will be due in, at the latest, 3 days before your Module 4 class (with your 3rd book assignment). You will pick one or two of the competencies you have noticed improvements in since you started the course as a result of your peer coaching sessions (as a coach) and write about these.

Your 2nd and 3rd CLRs will be focused on your pro bono sessions which will take place outside of class hours from Module 4 – Module 8 and you should pick different core competencies to write about in these two reports, also highlighting how your confidence in coaching has been growing.

Your 4th and final CLR will focus on how reflective practice, being a client of coaching and being an observer of coaching has helped to develop your coaching competencies and confidence.

Each CLR will be 250 words (maximum of 400 words)

Requirement: Each book assignment and CLR needs to be submitted to the ILI either via your Resource Centre or by email at the latest 3 days before your next Module and written in essay format.

Feedback: You will get feedback on your CLR and book assignment as soon as possible after you submit it but sometimes this could take up to a few days depending on when it is received and how busy we may be at that time. However, we will always strive to get feedback back to you and if you don't get it within 7 – 10 days please email us, and we will quickly rectify the situation.

End of Course Project:

Theory Based Assignments (The Theory and Practice of Coaching and Ethics in Coaching)

You will need to write the essay mainly in your own words. You can use some quotes from our manuals or coaching books and if you do put a number after the quote and at the end of the essay you can have a bibliography which would include any numbers attached to the quotes showing where you got the quotes from. The bibliography would also include information you have used (not in quote form) in the essay that came from a source other than yourself (such as ILI Manual 1 etc). You will need to include a short piece on the Co-Active Coaching Model and information on this can



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be found in your course reference book of the same title or on your Resource Centre. The word count should be adhered to with a margin of up to 20% over the count allowed.

Ethics in Coaching (750 words)

All the Ethics information can be found in Module 1 of Manual 1 apart from the Supervision piece which can be found in your Manual 2 page 70 and check pages 77 & 78 of your Manual 2 for information on contracting. You can of course go outside of the course materials when writing your assignment – just make sure all bullet points are covered!

Theory and Practice of Coaching (1000 words)

Information for this assignment can be found in your ILI Manuals, Co-Active Coaching and Coaching for Performance and though you do not need to, you can use other sources also when writing your assignment. There is also a piece on the Co-Active Coaching Model on your Resource Centre.

When writing this assignment do not write too much on the Models of Coaching as you should aim to keep within 10% of the word count – make sure you are including every bullet point as mentioned above.

Guidelines: These two assignments can be written and submitted any time from Module 5 onwards as from this point you will have all the information you need to complete them (some information related to these assignments in your Student Manual 2 which you will receive on Module 5).

Experience based assignments (Coaching as a Coach and Coaching as an Observer and a Client)

Naturally you will be writing these in your own words based on the notes you will have taken in class from your experience of being an observer and a client of coaching and based on your pro bono log forms for your experience of being a coach.

Observer and Client of Coaching (500 words)

This assignment is based on two sessions you observed and two sessions you were a client in. Make sure you reference in two sessions for each. Use the assessment brief for this assignment.

Coaching as a Coach (750 words)

With this assignment you will need to attach 5 pro bono log forms, and you will need to refer to some of these log forms in your essay. You can do this when covering some of the bullet points you need to cover. Use your own referencing system when doing this (for example Client 1 Session 1, or the client's initials and the session number).

Guidelines: Use your Assessment Brief to write these essays and make sure you cover all the bullet points. As you include each bullet point from the brief put a tick beside the bullet point and when you have the assignment completed, read back over it and put another tick beside each bullet point so that each bullet point should have two ticks beside it thus ensuring all points are included in your essays. A margin of 20% over the word count is allowed but the minimum is the word count given.

Requirement: All of these assignments to be written in essay format and submitted to the ILI no later than 2 weeks after your Module 7 weekend.

Requirement for all assignments, Learner Record and End of Course Project: To be submitted no later than the time frame mentioned for each one without expressed permission from the ILI.