

## Part 1

### **Advanced Diploma in Life & Executive Coaching & Mentoring (Accredited by International Authority for Professional Coaching & Mentoring (IAPCM))**

#### **Includes:**

Upon successful completion of Part 1 of the 2 Part Course leading to an Advanced Diploma in Life & Executive Coaching & Mentoring participants will:

- Achieve a level 6 QQI Coaching Models of Practice award
- Be eligible to progress to complete Part 2 of the course leading to an internationally recognised Advanced Diploma in Life & Executive Coaching & Mentoring, (Accredited by the IIC&M)

#### **Course Schedule**

<b>Course Details</b>
<b>Venue: TBC</b>
<b>Time: 9.00 am to 5.00pm</b>
<b>Date: TBC</b>

#### **Benefits of Attending the Course**

- An opportunity to progress to Part 2, Advanced Diploma in Life & Executive Coaching & Mentoring and achieve an internationally recognised qualification
- Achieve a recognised QQI Level 6 Award, Coaching Models of Practice Award
- An ability to coach clients based on the coaching methodology and structure demonstrated by course tutor during the course
- Understanding of a range of coaching models and techniques
- Powerful communication techniques
- An understanding of the science behind goal setting & action planning
- Course delivered by Maura Dolan, an internationally accredited coach and trainer with over 15 years' experience coaching at senior executive level and delivering an Advanced Diploma in Life & Executive Coaching & Mentoring

## **Course Content**

- **Understanding the role of a coach and the coaching process:**
  - **Terms & Conditions**
  - **Contracting**
  - **Setting the scene for a coaching session**
- **Differences between Coaching, Consulting, Mentoring & Counselling**
- **The relevance and role of each in the workplace**
- **Understanding Core Coaching Competencies**
- **Understanding Learning Styles**
- **Understanding Values in the coaching context**
- **Understanding the relevance of belief systems in the coaching context**
- **Coaching in the Workplace**
- **Difference & Similarities between Life & Executive Coaching**
- **The Benefits of Coaching in the Workplace**
- **Evaluating Coaching Models including:**
  - **GROW**
  - **SMART**
  - **Goal setting, action planning**
  - **Co-Active Coaching**

## Registration Form – Part 1

### QQI Level 6 Coaching Models of Practice

#### *Part 1 of Advanced Diploma in Life & Executive Coaching & Mentoring*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

EMAIL \_\_\_\_\_ TELEPHONE MOBILE: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

CURRENT EMPLOYMENT DETAILS: \_\_\_\_\_

HOW DID YOU HEAR ABOUT COURSE? \_\_\_\_\_

PLEASE ADVISE OF ANY SPECIAL NEEDS REQUIRED TO FACILITATE ATTENDING THE COURSE.

<p style="text-align: center;"><b>Part 1 - Advanced Diploma in Life &amp; Executive Coaching</b></p> <p>Venue: TBC</p> <p>Commencing: <b>TBC</b></p>
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#### Payment Options (Please tick one)

- ❖ Full Payment of €**750** on Registration
- ❖ or
- ❖ Deposit of €**100** on Registration, the balance of €**650** payable **before** commencement of the course

Payment may be made online by Bank Transfer: Bank AIB, Stillorgan, BIC: AIBKIE2D IBAN: IE83 AIBK 9335 7046 6600 90

Signature \_\_\_\_\_

Contact: E: [info.leci.ie](mailto:info.leci.ie) W: [www.leci.ie](http://www.leci.ie) Mob 00 353 86-2404107

Life & Executive Coaching Institute

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# Life & Executive Coaching Institute

Maura Dolan

Life & Executive Coaching Institute

Phone 00 353 86 2404107

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## EXPERIENCE IN DELIVERING EXECUTIVE COACHING AND TRAINING PROGRAMMES

Maura is an accredited coach and trainer with over 15 years' experience delivering coach training courses and coaching senior executives and leaders in a broad range of industries. She designed and delivers an internationally recognised advanced coaching and mentoring qualification. Her company, Life & Executive Coaching Institute (LECI), is an approved QQI provider for a range of Level 6 Coach Training and Train the Trainer awards.

Maura spent over 20 years working in the corporate world and has extensive business acumen. She has a comprehensive understanding of finance, compliance and regulatory matters honed through her considerable experience both with the IDA, private industry, her professional qualifications and through working with companies in highly regulated sectors.

Maura has over 3,500 coaching and training hours experience and is an Accredited Fellow of Coaching (ACF) and Training Provider by the International Authority for Professional Coaching & Mentoring (IAPCM)

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## LIST OF ORGANISATIONS TO WHOM MAURA HAS DELIVERED EXECUTIVE COACHING AND TRAINING PROGRAMMES AT SENIOR LEVELS

**2016 – Ongoing: Provides Executive Performance Coaching Services to IMI staff** including debrief on psychometric assessments.

**2014 – Ongoing: Associate Coach with LHH**, a global talent management company providing Executive Coaching, Talent Development and Career Management Programmes to a range of LHH clients, at all levels of seniority, within the multi-national and corporate sector.

**2014 – Ongoing: Associate Executive Coach with Distinctions Ltd.** providing Executive Coaching Services for Performance Management and Leadership Development to senior executives within the State, Semi-state and Private Sectors. Programmes typically involve 4 to 6 sessions and include providing feedback on psychometrics.

**2000 - Ongoing:** Provides Executive Coaching services to a range of private clients at all levels of seniority within the corporate sector.

A more extensive client portfolio is available on request

**2000 – Ongoing: Designed and Delivered Coach Training Programmes.** Programmes include an Advanced Diploma and QQI Level 6 awards in Coaching and Train the Trainer

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## INDIVIDUAL FACILITATION STYLE

Maura's signature strength as an Executive Coach and an Accredited Trainer is her ability to balance her empathetic style, with a challenging action and performance-based focus. She achieves this through building non-judgemental, authentic and supportive relationships. Her expertise in the area of training life & executive coaches and mentors further positions her to be at the cutting edge of new and evolving coaching techniques. Values important to Maura are, motivating and

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inspiring others to develop high performance and make professional improvement.

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## THOUGHT LEADERSHIP PHILOSOPHY

Maura has developed a comprehensive and detailed Coaching Manual which provides an in-depth understanding of coaching skills and tools; she continually updates the content to reflect new developments. The manual forms the basis of course graduates implementing coaching cultures with their organisations.

Her expertise in the area of training life & executive coaches further positions her to be at the cutting edge of new and evolving coaching techniques.

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## QUALIFICATIONS & MEMBERSHIPS OF PROFESSIONAL BODIES

BA (Hons) Higher Diploma Psychology (2016 to 2018) Successfully completed 1<sup>st</sup> year (Expected Degree 2.1) Subjects include Organizational Behaviour Analysis, Social and Cognitive Psychology, Qualitative and Quantitative Analysis and Statistics  
IMI Post Graduate Diploma in Executive Coaching (Hons.)  
Accredited in the ECR / ECR 360 assessment instrument  
British Psychological Society: Certificate in Test User Occupational Ability, Test User Occupational Personality (formerly Level A&B)  
Business Practitioner Level in Neuro-Linguistic Programming, Richard Bandler trained, Irish Institute of NLP  
Certificate in Training & Continuing Education, NUI, Maynooth  
Certificate in Counselling (Foundation Skills), NUI Maynooth  
Diploma in Accounting & Finance,  
Institute of Chartered Secretaries and Administrators (ACIS)  
Associate member of the Association for Coaching Ireland (AC)  
Accredited Fellow Coach (AFC) and Training Provider by the International Authority for Professional Coaching & Mentoring (IAPCM)

**Psychometric instruments** - accreditation and direct licensing arrangements for;

- ECR & ECR 360- Emotional Capital Report - Roche Martin
  - British Psychological Society (BPS) – Certificate for Occupational Ability and Occupational Personality Psychometrics Tests (Test User)(2011)
  - DiSC Personality Assessment
  - EQ<sup>TM</sup> & EQi 360<sup>TM</sup> - BarOn Emotional Quotient Inventory – MHS Inc.
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