



# BE UNSTOPPABLE

COACHING

## Professional Collaboration Program

CONTRACTED COACH ACCREDITATION  
PROGRAM OUTLINE

**BE INSPIRED**  
BE CHALLENGED  
**BE WILLING**

**BE UNSTOPPABLE**

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CONTRACTED COACH ACCREDITATION

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™ D-R-I-V-E is a trademarked coaching model developed by BE UNSTOPPABLE, enabling coaches and coachees to follow an insightful, systemized approach to coaching.

## BE UNSTOPPABLE DRIVERS

Foundational Universal Wisdom For Peak Performance

The BE UNSTOPPABLE DRIVERS are a collection of foundational universal wisdom, proven through centuries of application and decades of psychological and behavioural studies. The 'drivers' provide a framework for peak performance thinking, mental conditioning, personal and professional development for individuals, teams and organisations, and 'positive mental health'.

**BE SIGNIFICANT**

**BE RESILIENT**

**BE PROACTIVE**

**BE CONNECTED**

**BE DRIVEN**

**BE CHALLENGED**

**BE UNSTOPPABLE**



# Professional Collaboration Program

## CONTRACTED COACH ACCREDITATION

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The BE UNSTOPPABLE Professional Collaboration Program - Contracted Coach Accreditation, is a commitment of up to 12 months, based on specific student learning needs and time spent to complete all requirements, including final assessments. This program provides an excellent foundation of knowledge and skills (theory and practical) to work in the coaching profession, as a contracted coach to BE UNSTOPPABLE, or servicing your own on-on-one clients, or professionally developing skills to be used in any organisation - using coaching for effective management, staff empowerment and leadership. This program also offers incredible self-development, with enrichment of skills and abilities, to be used in one's own life.

## PROGRAM BENEFITS

- Become accredited with BE UNSTOPPABLE
- Training by Dee Raquel Joma: an International Coach Federation - Certified Professional Coach
- Engagement in a combination of group training and personal training sessions.
- Learning the trademarked BE UNSTOPPABLE D-R-I-V-E Coaching Model ... to use it confidently and competently in your coaching practice.
- Learning the psychology behind human needs and the forces that influence thinking, emotions behaviour and outcomes, and the impact these forces have on mental health.
- Learning the 'drivers' for peak performance and how to effectively develop a strong mindset for yourself and others through coaching, developing mental strength and 'positive mental health'.
- Access to the 'Drivers Assessment Tool' and ability to understand and use it for yourself and with those you coach.
- Access to an extensive list of resources and tools.
- Continuous professional development offered with discounted access to further knowledge and skill training sessions, delivered online.
- Inclusion in a network of positively influential people.

## PROGRAM INCLUSIONS

- Training by Dee Raquel Joma: an International Coach Federation - Certified Professional Coach
- Group and personal training sessions delivered online, allowing for flexibility.
- Where applicable, group sessions will be held face-to-face, for dynamic learning.
- Program modules and related tools and resources.
- BE UNSTOPPABLE D-R-I-V-E Coaching Model – tools and worksheets.
- BE UNSTOPPABLE 'drivers' – tools and worksheets.
- Use of the 'Drivers Assessment Tool'
- Access to an extensive range of resources and tools, electronically via DropBox.
- Ongoing additional support online and via email and phone throughout the program.
- Certificate of Achievement

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## PROGRAM OUTLINE

### What is Coaching?

- Learning and understanding different professions within the 'helping', personal and professional development fields.
- The learning cycle - the essence of coaching.

### The Power of Psychology

- Learning and understanding 'adverse mental health' symptoms of stress, anxiety and depression, with the impact this has on human thinking and decision making.
- Learning and understanding how to manage 'adverse mental health' when coaching and the approach to take with coachees for positive, sustainable results, coaching them to work with what is in their control and cultivate 'positive mental health'.
- Learning and understanding human needs and the influential power they have on every decision one makes.
- Learning and understanding psychological influences to human thinking, emotions and behaviour, with the impact this has on coaching and developing people.

### Goal Setting

- Learning and understanding goal setting done right.
- Breaking down goals into three stages for effective focus and strategy planning: Outcome – Performance – Process goals.
- Learning and understanding the components of writing goals for optimum positive effect and execution, combining positive psychology and the SMART framework.
- Working through goal setting in every life area, addressing both personal and professional development.

### D-R-I-V-E Coaching Model

- Learning and understanding the trademarked BE UNSTOPPABLE D-R-I-V-E coaching model, for confident and competent application of a systemised approach to coaching.
- D-R-I-V-E stands for:  
Desire – Reality – Internal Assessment – Various Strategies – Execution
- Using the power of the analogy of D-R-I-V-E through coaching, helping individuals and professionals 'drive' in the direction of their own success.

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## PROGRAM OUTLINE . . .

### BE UNSTOPPABLE DRIVERS

- Learning and understanding the six BE UNSTOPPABLE DRIVERS – catalysts of change in thinking, emotions and behaviour, resulting in personal and professional development, progression towards goals and life fulfillment.
- Learning and understanding the assessment tool used to assist in understanding an individual's natural ability to apply the 'drivers' and allow for conscious development of mental strength, understanding and application of each individual 'driver'.
- The BE UNSTOPPABLE DRIVERS are:

BE SIGNIFICANT

BE RESILIENT

BE PROACTIVE

BE CONNECTED

BE DRIVEN

BE CHALLENGED

BE UNSTOPPABLE

### D-R-I-V-E and DRIVER Tools

- Learning and understanding the D-R-I-V-E tool and how to use the tool for effective and streamlined coaching sessions.
- Learning and understanding the tools and resources to be applied for each individual 'driver', enhancing personal awareness and application in one's own life, as well as using the tools with others through coaching.
- Learning and understanding the impact of the tools in assisting a coachee develop mental strength and 'positive mental health'.
- Learning and understanding how different tools can be used in an organisation for staff empowerment and effective management and leadership.

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## PROGRAM OUTLINE . . .

### Coaching Competency Skills

- Learning and application of core and advanced skills needed for effective communication and coaching. Skills include:
- The Power of Questioning - Open Questions
- Empathy
- Active Listening – Verbal, Non-verbal and Body Language
- Assertiveness - The importance of using this skill when coaching.
- Communication Skills – Emotional Intelligence
- Developing Self-awareness - managing internal thoughts and emotions to minimise the influence this may have on the practice of coaching others.
- Advanced Skills – Identifying blind spots, self-disclosure, managing resistance to coaching and the power of positive psychology.

### Setting up the Relationship with the Client / Coachee

- Initial Assessment of the Coachee – Templates and Tips
- The First Session – Pre and During
- Highlighting ways to strengthen an individual from the outside in – Spiral Tool
- Coaching Agreement – Expectations, Terms and Conditions.
- Fee Pricing (for coaches running their own practice).
- Session Plans and Structure

### Professional Practice

- Code of Ethics - Ethical Practice and Legalities
- Supervision + Ongoing Professional Development – Reflective Practice

### Pro-Bono Coaching

- Process and Expectations for Completion.

### Accreditation Renewal

- Maintaining Accreditation with BE UNSTOPPABLE
- Annual Fees – ongoing access to tools and resources.
- Ongoing Professional Development
- Work opportunities with a signed contract – Collaborative Agreement
- Insurance, Legalities and Checks.

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## APPLICATION AND EXPECTATIONS FOR ACCREDITATION

### Step 1: Application

Complete the application form (this can be filled in digitally). Please print off the last page to manually sign it, and return the document to BE UNSTOPPABLE, along with receipt of payment for the non-refundable deposit of \$550. Email: [coach@beunstoppablecoaching.com](mailto:coach@beunstoppablecoaching.com)

### Step 2: Get Prepared to Begin

Once confirmation of the starting date is agreed, pay the invoice for the balance of the program fees. You will receive a hard copy of the training manual (delivered via Australia Post or given in person at training session one), as well as a soft copy via DropBox to download. Ensure you have a writing pad to be used as a learning journal and for session notes. Order the recommended text book and begin reading, in preparation for training session one.

### Step 3: Program Expectations – Learning and Application

- Attend all training workshops and personal sessions.
- Read and study the manual between learning sessions – note learning reflections.
- Complete all assigned homework by the due dates given and agreed and email a copy to your educator.

*Homework outline as follows:*

- Two case studies – answer questions and note learning reflections.
- Topic related reading extracts – note learning reflections.
- Write a 2 page essay explaining each 'driver' and how they influence each other.
- Apply all 'driver tools' on yourself – note learning reflections and insights gained.
- Identify specific areas for personalised learning development while applying coaching competency skills throughout the program.
- 2 hours per week reflective learning noted in study journal.
- Pass final written assessment.
- Pass two practical coaching assessments.

Note – If the final practical assessment needs to be retaken, a fee of \$300 will apply.

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## EXPECTATIONS FOR ACCREDITATION . . .

### Step 4: Program Expectations – Pro-Bono Coaching

- Complete 50-hours of pro-bono coaching before completing the program.
- Engage in supervision conversations with your educator throughout the program.
- The hours are broken up as follows:
- 6 clients with 8 one-hour sessions per client.
- 2 hours (minimum) of coaching skills application with family and friends, as a means of enhanced communication skills (not specifically coaching).
- Complete the log book.
- Complete reflection sheets showing learning development over time.
- Collect 6 testimonials or feedback sheets from the clients you have coached.
- Reflective submission of a summary regarding pro-bono coaching outcomes and learning to your educator, upon completion of the 50-hours.

*The submission should include:*

- o Insightful learning points as a result of self-awareness with practice.
- o Strategies applied to enhance coaching practice.
- o Reflection of working with various clients and outcomes achieved.
- o Personal and professional insights as a developing coach.

*BE UNSTOPPABLE, at its own discretion, may change the program content and method of program delivery at any time. Changes to the program will be confirmed in writing to currently active learners.*



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## PROGRAM DELIVERY

This program is delivered with a combination of face-to-face and/or online workshops, as well as one-on-one personal training sessions, for a combination of group dynamic learning and targeted individual learning. Flexibility with training dates is offered to all participants, with the exception of fixed dates for group sessions (if applicable). Training sessions are booked with the following flow, approximately 3 or 4 weeks apart. Flow can be adjusted based on specific student needs.

- Session 1: 3.5-hour Learning Workshop  
*Intro / Coaching / Psychology – Mental Health and Coaching*
- Session 2: 3.5-hour Learning Workshop  
*Psychology – Human Needs + The Impact on Mental Health + The Forces - Part 1*
- Session 3: 3.5-hour Learning Workshop  
*Psychology – The Forces - Part 2*
- Session 4: 3.5-hour Learning Workshop  
*Goal Setting / D-R-I-V-E Model – Part 1*
- Session 5: 3.5-hour Learning Workshop  
*D-R-I-V-E Model – Part 2 + Coaching Competency Skills*
- Session 6: 3.5-hour Learning Workshop  
*BE UNSTOPPABLE DRIVERS - Overview of Six Drivers*
- Session 7: 3.5-hour Learning Workshop  
*Pro-Bono Coaching / Setting the Relationship / Professional Practice / Role Play*
- Session 8: 3.5-hour Learning Workshop  
*DRIVERS and Tools – Be Significant + Be Resilient + Be Proactive*
- Session 9: 3.5-hour Learning Workshop  
*DRIVERS and Tools – Be Connected + Be Driven + Be Challenged + Assessment Tool*
- Session 10: 2-hour Session  
*First Practical Coaching Assessment + DRIVERS Essay Submission*
- Session 11: 3.5-hour Learning Workshop  
*Student Chosen - Content Revision Based on Student Needs  
Supervision Discussion for Pro Bono Coaching Outcomes  
Agree Submission Date for Written Assessment*
- Session 12: 2-hour Session  
*Final Practical Coaching Assessment + Supervision for Pro-Bono Coaching*
- End of Program + Q&A via Email  
*Accreditation Confirmation + Legal Documents + Collaboration Next Steps*

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## PAYMENT OF PROGRAM FEES

Deposit of \$550 including GST payable with submitted application. Non-refundable.  
Balance of \$4,939 including GST payable prior to agreed program start date.

Payments made by Direct Deposit to  
BE UNSTOPPABLE:

BSB: 062223

ACC: 11055010



## TERMS AND CONDITIONS

Cancellation of any BE UNSTOPPABLE program must be given in writing and approved at the discretion of BE UNSTOPPABLE. The deposit paid is not refundable. Refund of the balance of program fees will be given if cancellation is made within the first month of the program starting. If cancellation is made after the first month, only 50% of the balance will be refunded. Program will not begin until fees are paid in full.

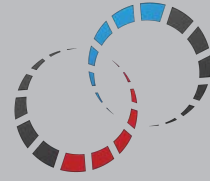
## RECOMMENDED TEXT BOOK

*We highly recommended the purchase of this textbook in conjunction with this program.*  
Coaching Skills: A Handbook, Third Edition. AUTHOR: Jenny Rogers

## ANNUAL ACCREDITATION RENEWAL

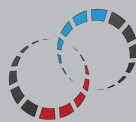
Upon successful completion of the program, an invoice for the annual accreditation fee of \$350 plus GST will be issued for payment. This renewal fee is payable annually on the anniversary of your graduation date. The annual accreditation renewal includes:

- Provision for the Accredited Coach to access all BE UNSTOPPABLE tools and resources.
- Provision of a personalised BE UNSTOPPABLE email account, signature and zoom branding.
- Professional coach mentoring and supervision where needed.
- The opportunity to work with BE UNSTOPPABLE COACHING and the BE UNSTOPPABLE FOUNDATION on projects and with clients (pre-negotiated), with a signed Collaborative Agreement and work order.
- Continuous professional development review, through submission of development plans and outcomes, with discounted access to further knowledge and skill training sessions, delivered in person and online.



OUR MISSION

TO BE A POSITIVE  
CHANGE CATALYST  
IN THE LIVES OF  
MILLIONS OF PEOPLE  
WORLD WIDE



**BE UNSTOPPABLE**  
COACHING



[www.beunstoppablecoaching.com](http://www.beunstoppablecoaching.com)

☎ 1300 33 COACH or 1300 33 26 22



[coach@beunstoppablecoaching.com](mailto:coach@beunstoppablecoaching.com)



**BE UNSTOPPABLE**  
FOUNDATION



**DRIVE**  
DRIVE BEYOND YOUR CURRENT LIMITS AND POTENTIAL



**UNSTOPPABLE**  
**KIDS**