



FOUNDATION

CERTIFICATE IN COACHING PRACTICE (CCP)

Training Investment : RM2,750/participant

Duration : 5 days

Overview

Will help to acquire and develop the fundamental skills necessary to practice coaching in the personal and organizational sphere.

Objectives

- Explain their new and expected role as a trained Business Coach
- Utilize their coaching skills for the appropriate situation, issue and Client.
- Demonstrate the use of specific techniques in their coaching conversation and delivery.
- Explain the importance of engaging their client as a helping professional.
- Demonstrate professional coaching behaviors based on specific competencies.
- Conduct and manage a coaching session using the GROW coaching model.

What will you learn

- Preparing the Coaches Mindset and EQ Competencies.
- The Coaching Principles and Fundamentals.
- The Coaching Model – GROW model, Solution-Focused Model and others.
- Coaching Competencies and Skills.
- Customer Engagement – Service experience

Who can attend this course

This course is suitable for trainee coaches, managers, personnel staff, management consultants, psychologists, trainers and others interested in learning about coaching and the cognitive behavioral approach.

Entry requirement

- Minimum SPM or equivalent, with at least 5 years working experience preferably at supervisory level or 5 years entrepreneurial or business experience.
- Candidates with a Diploma or Advance Certificate in any areas of study will need at least 3 years working experience.
- Graduates with any approved and acceptable university degree will need at least two years working experience.
- Candidate must be able to converse well in Bahasa Melayu and the English language.
- An official letter citing working experiences and/or their supervisory potential in future from their organization will be required.
- Acceptance and approval of any candidate to join the program is wholly and exclusively the prerogative of UMCCed.

For more information :

Mr. Wahyu (Registration) ☎ 03-22463604 ✉ wahyu@um.edu.my

UNIVERSITI MALAYA, CENTRE FOR CONTINUING EDUCATION

Level 7, Wisma R&D Universiti Malaya, Jalan Pantai Baharu, 59990 Kuala Lumpur

www.umcced.edu.my

To register, please email this page to us at wahyu@um.edu.my now. Please complete using **CAPITAL LETTERS**. All fields are mandatory.

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Participant (s) Details (for additional participants, please make copies of this form)

	NAME/IC NO	MOBILE NO
1		
2		
3		

PERSON IN CHARGE (Finance Department) :

EMAIL :

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PHONE (O) :

FAX (O) :

Name & Address of Company (or address for invoicing purpose) :	Signature of Sponsor/ Applicant & Official Stamp

Payment Terms (Please indicate **X CASH/CHEQUE**) :

<input type="checkbox"/>
<input type="checkbox"/>

Cash

Cheque/ PO/ LO/ Bank Draft should be made payable to
"UMCCed" Cheque No :

Please notify/ send proof of payment to:

**Universiti Malaya Centre for Continuing Education, Level 7, Wisma R&D,
Universiti Malaya, Jalan Pantai Baharu, 59990
Kuala Lumpur (Attn: Finance Division)**

Account number: 8600227441 * Bank: CIMB Islamic Bank Berhad * Swift Code: BCBMMYKL

RECEIVED DATE <i>For Office Use Only</i>	PAYMENT
DISCOUNT	
Group	Early Registration

Terms and Condition:

- 1) Participant registration is confirmed upon receipt of registration form. Due to limited space, UMCCed advise early registration to avoid disappointment. Registration will be closed 2 weeks prior to the workshop date.
- 2) Workshop will be confirmed once UMCCed issues the Workshop Confirmation letter.
- 3) FULL PAYMENT has to be made to UMCCed two weeks prior to the date of the workshop.
PLEASE NOTE : Payment must be received prior to the workshop; otherwise participants will not be allowed to enter the workshop venue.
- 4) UMCCed reserves the right to reschedule or cancel the workshop in the event of unforeseen circumstance (full fee will be refund for this cancellation; every effort will be made to inform the participants).
- 5) Fees are NOT refundable if the participants cancel the registration. A substitute is welcomed as a replacement with prior notification.
- 6) By submitting this registration form, you have accepted and agreed to the terms and conditions as stated.
- 7) Fees are inclusive of refreshment, lunch, certificate and workshop materials.