



# Core Training for Coach Developers Information Package

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Ontario



**National Coaching  
Certification Program**

# Course Descriptions

Core Training for Learning Facilitators	Core Training for Coach Evaluators
<p>Core Training for Learning Facilitators is a 6-hour workshop that all Learning Facilitator candidates must take. The workshop introduces Learning Facilitator candidates to the goals and philosophy of the NCCP, teaches them how to facilitate modules, and helps them understand the instructional design of the modules.</p> <p><b>Modules:</b></p> <ul style="list-style-type: none"> <li>• Overview of the Workshop and the NCCP</li> <li>• Functions of an LF</li> <li>• Elements of an Effective Learning Activity</li> <li>• Stages of Group Development</li> <li>• Nature of the group</li> </ul>	<p>Core Training for Coach Evaluators is a 5-hour workshop that all Coach Evaluator candidates must take. The workshop focuses on the evaluation principles and processes that Coach Evaluators need to follow when evaluating coaches.</p> <p><b>Modules:</b></p> <ul style="list-style-type: none"> <li>• Overview of the Workshop and the NCCP</li> <li>• The Certification Process</li> <li>• Learning to Debrief</li> <li>• Action Planning</li> </ul>
Core Training for Master Coach Developers	
<p>Core Training for Master Coach Developers (MCDs) is an 8-hour workshop that all Master Coach Developers must take. The workshop focuses on the functions that MCDs perform in the NCCP. These functions include how to select, train, evaluate, and mentor other Coach Developers.</p> <p>It is recommended that all Master Coach Developers take Core Training for Learning Facilitators and Core Training for Coach Evaluators before taking Core Training for Master Coach Developers.</p> <p><b>Modules:</b></p> <ul style="list-style-type: none"> <li>• Role of the Master Coach Developer</li> <li>• Selecting LFs/CEs</li> <li>• Training Coach Developers</li> <li>• Evaluating LFs</li> <li>• Evaluating CEs</li> <li>• Mentoring Coach Developers</li> </ul>	

# Guidelines for Hosting

WORKSHOP	Hours <i>(including min. required break time)</i>	MCD Fee*	Participant Workshop Fee	Minimum Participants	Maximum Participants	Recommended Course Fee** <i>(if pricing for public registration)</i>
Core Training for Learning Facilitators (CORE LF)	6.5	\$357.50	\$25	8	24	\$85
Core Training for Coach Evaluators (CORE CE)	5.5	\$302.50	\$25	8	24	\$75
Core Training for Mater Coach Developers (CORE MCD)	8.5	\$467.50	\$25	8	24	\$100

\*MCD Fee is based on \$55/hour

\*\*The figures noted above in Course Fee are simply guidelines for the host agency to base their course budget on. Course fee does not account for variable expenses such as facility rental, venue staffing or advertising. Each hosting partner will have unique costs and expenses associated with hosting the workshops and may set the participant course fee accordingly. See template of a sample course budget below.

# Host Partner Responsibilities

1. Contact the CAO and/or Complete [Application to Host](#)
  - Discuss dates, times, location, requirements
  - Costs
  - Master Coach Developer (as assigned by CAO)
2. Communication with assigned MCD (including discussing Honourarium and expenses)
3. Set course fee and promote course
4. Take registration for course (**Coach Developers must be 16 years of age or older**)
5. Cover or recover participant workshop fee for each participant
6. Pay CAO Invoice for Participant Workshop Fees (includes manuals, locker fees, and administrative support for host and coaches), MCD Fees, and Shipping

# CAO Responsibilities

1. Assist in promoting the course if open to the public
2. Assign a Master Coach Developer if one is not affiliated already
3. Ship course material to host partner prior to course
4. Complete all transactions with host and CAC 'The Locker' database
5. Pay MCD (Honourarium and Travel expenses as discussed with host prior to course)

# Sample Budget – CORE LF Sample

Expenses	
Participant Workshop Fee	\$25/Coach Developer
Shipping Course Materials (average)	\$5-20 (depending on distance and weight)
Master Coach Developer (\$55/hour @ 6.5 hours)	\$357.50
Master Coach Developer Expenses	Varies Recommend \$0.45/km for Travel Recommend \$8 Breakfast, \$12 Lunch, \$20 Dinner
Facility Rental	Varies on location/venue
Advertising	Varies on audience and media being utilized
<b>Total Expenses (for 18 coach workshop)</b>	<b>~ \$815-\$1,000</b>