



Department of Defense (DoW) Coach Training Program Fact Sheet

Background

-The Federal Internal Coaching Training Program (FICTP) started within the Department of Health and Human Services (HHS) in 2012 and was International Coaching Federation (ICF) accredited in 2014

-DoW participated in the HHS cohort in 2024 and launched its first DoW Coach Training Program (DOWCTP) Level 1 ICF accredited program in July of 2025.

Cohort 2 will be held virtually June through October 2026. Cohorts 3 and 4 will take place virtually January through May 2027 and June through October 2027. The training consists of both synchronous and asynchronous work, coaching, and mentor-coaching. Specifically, participants will be expected to complete 130 hours of course work over a five-month period.

Component nominations for all three cohorts are due to DCPAS NLT 24 April 2026; nominations from OUSW and DoW Field Activities are due NLT 27 March 2026.

What is Coaching?

-Collaborative, client-driven process that includes coaches supporting clients with:

- Goal setting – defining and clarify their goals
- Action planning – developing specific steps and strategies to achieve their goals
- Accountability – to make progress toward their goals

Considerations for nominees

- Highly competitive application process
- Realistically evaluate course requirements (up to 130 hours over the course of 5 months) and obtain supervisor approval and support
- Commit to attending and completing all course requirements
- Successful completion of the training qualifies the Coach-In-Training to become a DoD coach and pursue ICF certification, which has additional requirements
- Similar training in the civilian sectors costs over \$11K



Program requirements

- Participants are responsible for completing training and tracking program requirements
- Attendance at all scheduled sessions is mandatory
 - Training framework encompasses 80 hours consisting of 35 core competency hours, 30 asynchronous hours, and 15 pod time hours
 - Dedicated program participation (no driving, no public spaces, etc.)
 - Training days should be blocked out as an alternative duty site
- System access requirements
 - Virtual attendance via Microsoft Teams (with camera and microphone)
 - Learning Management System requires account sign-up and access
- Proactively seek out DoD personnel to coach as specified in course requirements
- Provide feedback to improve the training
- Complete all required training and curriculum and sessions
 - Attend mandatory program orientation
 - Complete program orientation, synchronous & asynchronous courses and reading assignments
- Provide a minimum of 24 hours of coaching to DoD personnel during paid duty hours
 - Coach at least 4 different coaching clients for 6 hours to reach the 24-hour requirement
- Receive at least 6 hours of coaching from a program coach
- Session recordings
 - Submit 3 recorded and transcribed coaching sessions between 30-45 minutes in duration demonstrating the core competencies as outlined in the course requirements
 - Complete and submit self-evaluations