DEPARTMENT OF WAR

COACHING

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 the first DoW Coach Training Program (DOWCTP) Level 1 ICF accredited training cohort graduated in February 2026. Cohort 3 runs from June-November 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 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 DoW coach and pursue ICF certification, which has additional requirements
- Similar training in the civilian sectors costs over $10K

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 20 pod time hours (other coaching obligations bring the course up to around 121 hrs in 5 months.
    - 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 a Moodle account
- Proactively seek out DoW 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 DoW personnel during paid duty hours
    - Coach at least 4 different coaching clients 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 **ACC Session Observation form** along with your transcript.