

Academy for Counselling and Coaching (ACC)

Counselling and Coaching Training - Worldwide - English Version

The Netherlands: www.counselling.nl - www.coachacademie.nl

Worldwide: www.coachingcounselling.com

The Regulations

Paul van Schaik - Els Barkema-Sala

Before you take part in each training day, study:

- The ACA Code of Ethics.
- The Art of Feedback.
- The Regulations.
- The required literature for that training day (as indicated in the practice section of the studymap).

If, through circumstances, you find yourself short of time, then you can just skim the chapters and at least read the summaries. During training days we aim to do as many exercises as possible and not to get into the reading, you can do that yourself. Theory and certain concepts can be explained, but overall the aim is to make optimal use of the training days for practice.

*Travel along roads less travelled
Know that you do not know it all
See the capacity for attention as the goal of all study
Be all you can be and do not make a fuss about it
Be content, be empty and maintain a learner's mind*

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Other rules:

- If you must smoke, do so only outside the training premises; do not throw cigarette butts on the ground.
- Care for your environment as trainee counsellor/coach - you can be a role model.
- Take care of your own safety and the safety of others in all respects.
- Respect the house rules of the training location.
- You are a guest there, please help arranging tables/chairs and putting them back in good order.
- Help leave the premises as neat and tidy as possible.
- Follow the instructions of the trainer.
- Watch the time. This goes for the exercises as well as the breaks. Begin and end on time.
- Train yourself to be mindful and aware in the discussions.
- Be conscious of yourself, of the other, the exercise, the time and the environment.
- Consider the rules to be an aid to help you become a professional counsellor or coach.

Homework and Essays:

- Make notes during and after the lesson, so that you will have a record of what went on.
- Ask for feedback and give others who ask for it honest feedback.
- Work out the criteria that were achieved each time and detail them later in your essays.
- Reflect on feedback received and work on the areas that could improve, each time you practise.
- Study the material for the next training day.
- If possible, prepare yourself for new exercises.
- Practise regularly with your studygroup and make notes of results or criteria achieved for your essay.
- If you get specific assignments during the lesson, complete them at home.
- If you cannot attend a training day, inform the trainer in advance.
- If you miss a training day, try and get information from your studygroup on what was done or learnt. Help and support each other and work on the exercises together.
- If you feel the need for it, ask your trainer for additional exercises or suggestions.

Studygroups:

On the very first training day, form studygroups of 3 to 6 people. With this group you can practice in between training days, meeting for example at each other's place at a mutually agreed time/day as often as you can. You can help each other achieve the diploma. With this group you can do the extra exercises and apply feedback received previously, prepare together for the next training day or discuss the literature. During training, practise as much as possible with people who are not in your studygroup to achieve optimal learning. How you interact with the group and what the group process and group dynamics are like for you, are all important ingredients of the overall learning experience. Therefore, we do not provide particular guidelines for it.