

Corporate Internal and Executive Coach Specialist Postgraduate Programme

Training program description

For students who start in the fall semester of 2021/2022

Corporate Internal and Executive Coach Specialist Postgraduate Programme

Validity: From semester 2021/2022/ 2

General data:

Programme manager: Sándor Takács

Location of training: Budapest

Delivery mode: correspondence

Programme language: English

Programme and outcome requirements

- 1. Name of specialist postgraduate programme:** Corporate Internal and Executive Coach Specialist Postgraduate Programme
- 2. Name of professional qualification in the diploma:** corporate executive coach
- 3. Field of study in the specialist postgraduate programme:** economics
- 4. Condition of admission:** At least Bachelor's degree and professional qualification obtained in any field of study.
- 5. Programme time:** 2 semesters
- 6. Number of credits to be collected for the professional qualification:** 60 credits
- 7. Use of competencies, knowledge elements and material to be acquired during the programme, as well as personal capabilities, skills and professional qualification in a specific environment and system of activities:**

Coaching is a relatively new, but more and more widespread way of developing executives. An increasing number of companies use internal coaching as a cost-efficient internal development solution. By coaching we mean consulting, but mainly developing support tailored to a person or group.

The usual objectives are the identification of the personal or professional skills and behaviour of the coached person, and - according to his/her own decision - their change and improvement in order to solve a specific given problem and/or to reach future objectives.

Competencies, knowledge elements and material to be acquired:

The graduates of the specialist postgraduate programme will be familiar with:

- the practical application of tools and techniques required for conducting individual and group coaching activity,
- the rules of coach marketing,
- the tools of "active listening" and "I message" questioning technique,
- self-knowledge psychological elements of coaching,
- details of conflict, stress, decision issues,
- the basic concept of motivation,
- the system and tools of career support,
- the order of time management and delegation of responsibilities,
- the process of the first 90-day coaching, i.e. the process of starting a new job,
- tools and forms of building personal brands and fame,
- possibilities of supporting managers with coaching,
- relations of work-life balance,
- concept and process of group and team coaching,
- relations between emotional and social intelligence,
- practical possibilities of coaching,
- features of supervision.

The graduates of the specialist postgraduate programme will be able to:

- set objectives, define and implement long-, medium- and short-term strategies of corporate objectives,
- establish safe, ethic, sustainable economic and human working conditions,
- make a permanent change in behaviour, based on own decisions,
- develop management skills and abilities,
- give feedbacks of coaching type,
- generate responsibility and awareness in staff members.

Personal characteristics and skills:

- ability to build trust,
- ability to evaluate and analyse situations,
- creativity, proactivity,
- ability to make decisions,
- communication skills,
- empathy,
- ability to cooperate and organise tasks.

Application of professional qualification in specific environment and system of activity:

In coaching, the support is always aimed at helping the coached person or group in finding the road to the solution themselves, and in developing the psychological skills, motivation and series of actions required for the solution. In this sense, coaching is not consultancy, but support to “self-help”. The basis of coaching is a cooperation between the coached person or group and the coach, built on trust. This requires the attentive and empathic behaviour of the coach, and his/her high-level professional and methodological skills.

8. Key knowledge areas for the professional qualification and credit values assigned to them:

Basic coaching skills: 15 credits

Individual coaching skills: 10 credits

Group and team coaching skills: 10 credits

Management skills: 10 credits

Marketing, PR, business development and business communication skills: 10 credits

9. Credit value of thesis: 5 credits

10. Thesis

The purpose of producing a thesis is to certify the student’s knowledge and professional skills in a topic selected by the student, in scientific collection, organisation, analysis and processing of data related to the selected topic, in the discussion of the phenomenon or problem selected as the subject, in forming a hypothesis, in problem solving, analysis of alternative hypotheses, in arguing and refuting counter-arguments, and in the coherent and consistent expression of views, positions and ideas in writing, with the proper use of the language.

11. Type of thesis

Research thesis

12. Requirements for issuing the final certificate

To the student who completed

- the study and examination requirements specified in the curriculum and
 - the prescribed internship,
 - collected the required credits,
- the University will issue a final certificate.

13. Conditions of sitting for a final examination

Joint conditions of sitting for a final examination:

- a) acquisition of final certificate,

- b) submission of thesis within the deadline,
 - c) evaluation of the thesis within the deadline with a grade other than insufficient,
 - d) registration for the final examination within the deadline,
 - e) in the given programme, the student has no expired debts to the University,
 - f) accounting for any equipment (borrowed books /sports equipment) of the University
- A student who did not satisfy any of points a)-f) shall not be allowed to sit for the final examination.

14. Parts of the final examination

The final examination consists of the defence of the thesis.

15. Determination of the result of the final examination

The arithmetic mean of the following two grades, to two decimals:

- a) The grade given to the thesis by the referee(s) - using a qualification system of five grades - , and in the case of multiple referees, the arithmetic mean of the grades to two decimals, and
- b) the grade given to the defence of the thesis and the questions related to the thesis - using a qualification system of five grades.

16. Components of diploma qualification, method of calculation

The result of the diploma is received from the arithmetic mean of the following two grades, rounded to two decimals:

- a) in the credit quantity specified by the curriculum, the credit-weighted arithmetic average of compulsory and compulsory elective subjects, and
- b) the result (grade) of the final examination.

17. Conditions of issuing the diploma

The precondition of issuing the diploma certifying the completion of studies in higher education is a successful final examination, as well as the passing of the language examination required by the programme and outcome requirements and the presentation of the relevant language proficiency certificate.

SLVBVC21ABP - Curriculum for the Corporate internal and executive coach specialist training programme, for the year 2021/2022 starting in Spring, Budapest site, part-time

Subject Code	Subject Name	Type	Number of hours per semester		credit	Evaluation	Fall or Spring Semester	2021/22 Academic year	2022/23 Academic year	credit	Subject responsible	Institute	Requirement		Equivalent subject		PSO
			1	2				Coda	Name				Coda	Name			
			Spring semester	Fall semester													
Compulsory subjects							35	25	60								
VTSM112LASB	Organizational Behaviour and Team Building	K	2	6	5	gy	spring	5		5	Sándor Takács	Institute of Management					
VTSM113LASB	Managerial Communication and leadership	K	4	4	5	gy	spring	5		5	Mária Dunavölgyi	Institute of Management					
VTSM114LASB	Introduction to coaching	K	8	8	5	gy	spring	5		5	Andrea Toarniczky	Institute of Management					
VTSM115LASB	Coaching methods I.	K	8	16	5	gy	fall		5	5	Andrea Toarniczky	Institute of Management					
VTSM116LASB	Coaching methods II.	K	10	18	5	gy	spring	5		5	Andrea Toarniczky	Institute of Management					
VTSM117LASB	Akvarium coaching	K	0	32	5	gy	fall		5	5	Sándor Takács	Institute of Management					
VTSM118LASB	Tips and tricks in coaching	K	0	8	2	gy	fall		2	2	Sándor Takács	Institute of Management					
VTSM119LASB	Identity work in coaching	K	8	8	3	gy	spring	3		3	Andrea Toarniczky	Institute of Management					
VTSM120LASB	Action oriented methods in coaching and Action Learning	K	4	16	10	gy	spring	10		10	Sándor Takács	Institute of Management					
VTSM121LASB	Coaching marketing and sales	K	8	0	2	gy	fall		2	2	Mária Dunavölgyi	Institute of Management					
VTSM122LASB	ICF Coaching Ethics I.	K	12	0	2	gy	spring	2		2	Mária Dunavölgyi	Institute of Management					
VTSM123LASB	ICF Coaching Ethics II.	K	10	22	6	gy	fall		6	6	Mária Dunavölgyi	Institute of Management					
VTSM124LASB	Thesis consultation	K	4	0	5	gy	fall		5	5	Sándor Takács	Institute of Management					
In total								35	25	60							

Remarks

Type: C-compulsory courses, CE-core elective courses, E-elective (optional) courses
Methods of assessment: ex-exam (exam at the end of the semester, but other forms of assessment are possible during the semester), pg- grade based on the practical assignments given during the course of the semester, a=signature, ce- Comprehensive examination
A subject that can be completed in a preferential study order (PSO) on the basis of Section 92 of the Study and Examination Regulation (TVSZ)

Curriculum

It is recommended to include the subjects in the schedule according to the sample curriculum. The student may deviate from this, taking into account:

1. the pre-study order,
2. semester of announcing subjects
3. Completion of an average of 30 credits per semester
4. In addition to the compulsory subjects, students may take elective subjects from the offer of elective subjects (see Neptun) as well as foreign languages.
5. A minimum of 2/3 of the required amount of credit must be completed at Corvinus University.

The detailed rules related to the admission of the subjects and the completion of the subjects are included in the Study and Examination Regulations!

Please note that curriculum changes are possible!