



# NCCP Core Training for Coach Developers Information Package



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# Course Descriptions

NCCP Core Training for Learning Facilitators	NCCP Core Training for Coach Evaluators
<p>Core Training for Learning Facilitators is a 6.5 -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>
NCCP Core Training for Master Coach Developers	
<p>Core Training for Master Coach Developers (MCDs) is a 7-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 In-Person

NCCP 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)	7	\$385	\$30	6	24	\$110
Core Training for Coach Evaluators (CORE CE)	5.5	\$302.50	\$30	6	24	\$90
Core Training for Mater Coach Developers (CORE MCD)	8.25	\$453.75	\$30	6	24	\$120

\*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 in ON must be 14 years of age or older)
5. Cover or recover participant workshop fee for each participant
6. Pay CAO Invoice for Participant Workshop Fees (includes locker fees, and administrative support for host and coaches) and any hard copy and shipping fees
7. Pay the Master Coach Developer

# 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. Provide course material to coaches prior to course
4. Complete all transactions with host and CAC 'The Locker' database

# Sample Budget – CORE LF Sample

Expenses	
Participant Workshop Fee	\$30/Coach Developer
Hard Copy Materials (if requested)	\$5/Workbook
Shipping (if Hard Copy Materials requested)	\$5-20 (depending on distance and weight)
Master Coach Developer (\$55/hour @ 7.25 hours)	\$385
Master Coach Developer Expenses	Varies Recommend \$0.54/km for Travel Recommend \$10 Breakfast, \$12.50 Lunch, \$22.50 Dinner
Facility Rental	Varies on location/venue
Advertising	Varies on audience and media being utilized
<b>Total Expenses (for 18 coach workshop)</b>	<b>~ \$1,050-\$1,200</b>

# Guidelines for Hosting Online

Private Online NCCP workshops are invoiced at a flat rate per workshop, regardless of number of participants in attendance. This is required because of the unique demands of online hosting. As such, the fees are always set to include the maximum number of participants in an online setting. CAO regularly schedules public online workshops, for those with less than 12 anticipated participants.

### Important Notes:

- For any CDs that experience technical difficulties, do not attend, or are not admitted to the session because they arrived late, the host will still be responsible to pay for 12 coaches and the MCD honorarium.
- Flat Rate = MCD Honorarium + \$45/coach developer x 12/coach developers.
- Private Online courses will not be advertised on the CAO Course Calendar. Any promotion of the course is the Hosts responsibility.

NCCP WORKSHOP	Hours <i>(including min. required break time)</i>	Minimum Participants	Maximum Participants	Course Fee (LF Honorarium + \$45/coach x 12)
Core Training for Learning Facilitators (CORE LF)	7	6	12	\$925
Core Training for Coach Evaluators (CORE CE)	5.5	6	12	\$842.50
Core Training for Mater Coach Developers (CORE MCD)	8.25	6	12	\$993.75

\*MCD Fees are based on \$55/hour. Not including any applicable taxes.

## Host Partner Responsibilities

1. Contact the CAO and/or Complete an [Application to Host](#)
  - Discuss dates and times
  - Costs
  - Master Coach Developer (as assigned by CAO)
2. Manage registration for course
  - **Coach Developers must be 14 years of age or older and Ontario residents**
  - Must collect the following information from registrants: First Name, Last Name, Email, NCCP#, Phone Number
3. Send full class list to CAO 5 Business days in advance of the course date (CAO will not add people "last minute").
4. Remind coaches they must use a computer (tablets and cellphones will not work), headset containing a built-in microphone and everyone must be on their own device.
5. Pay CAO Invoice

## CAO Responsibilities

1. Assign and communicate with qualified to deliver Online MCD
2. Provide Zoom training platform
3. Communicate platform instructions and provide eMaterials to coaches 48 hours in advance of the workshop
4. Complete all transactions with host and CAC 'The Locker' database
5. Pay the Master Coach Developer