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Core Competencies:
A. Setting the _____
1. Meeting _____ and _____
2. Establishing the _____ - foundation
-ethical guidelines
-professional standards
-coaching agreement
Core Competencies:
B. _____ the _____
3. Establishing _____ and _____ with the client
4. Coaching _____ - co-creating; relationship
-trust
-intimacy
-presence
Core Competencies:
C. Communicating _____
5. _____
6. _____
7. _____ - effectively
-active listening
-powerful questioning
-direct communication
Core Competencies:
D. Facilitating _____ and _____
8. _____
9. _____
10. _____ and _____ setting
11. Managing _____ and _____ - learning; results
-creating awareness
-designing actions
-planning; goal
-progress; accountability
If the coachee brings up suicide in session what should you do?
Explain differences between _____ and _____ and be _____ that a therapist is
_____ - coaching
-therapy
-clear
-needed
How is a coaching session different then a regular conversation?

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ICF ICF-ACC Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">Domain: Coaching Ethics: This section of the exam measures the skills of Professional Coaches and covers knowledge of professional ethics codes, including understanding what constitutes a conflict of interest. It also evaluates awareness of relevant laws, regulations, and organizational policies related to confidentiality, such as identifying factors that may necessitate breaking confidentiality. This section ensures that coaches adhere to ethical standards and legal requirements.

Topic 2	<ul style="list-style-type: none"> • Domain: Definition and Boundaries of Coaching: This section evaluates the expertise of Coaching Consultants in understanding the definition of coaching and the coaching process. It includes differentiating coaching from related professions like therapy, counseling, mentoring, and consulting. Additionally, it covers knowledge of when and how to make appropriate referrals to mental health professionals and recognizing signs of mental health conditions that may hinder coaching progress. This section ensures coaches maintain clear boundaries and make informed decisions for client well-being.
Topic 3	<ul style="list-style-type: none"> • Domain: Coaching Competencies, Strategies, and Techniques: This section measures the skills of Life Coaches in applying coaching competencies, strategies, and techniques. It includes knowledge of how to contract with clients, focusing on key elements of a coaching agreement. It also covers the ICF Core Competencies, goal setting, motivation, and a variety of coaching techniques, tools, and resources. This section ensures coaches are equipped to effectively support clients in achieving their goals.

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ICF Associate Certified Coach Sample Questions (Q33-Q38):

NEW QUESTION # 33

Which is important for coaches to do when working with clients?

- A. Understand client mental health
- B. Manage client behaviors
- **C. Support client success**
- D. Analyze client emotions

Answer: C

Explanation:

The ICF Definition of Coaching centers on "partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential," making client success the coach's primary focus. ICF Competency 8 ("Facilitates Client Growth") underscores supporting clients in achieving their goals. Let's review:

A . Analyze client emotions: While understanding emotions aids coaching (Competency 6), analyzing them risks crossing into therapy (ICF Coaching Boundaries), and it's not the core focus.

B . Manage client behaviors: Coaches facilitate, not manage, client actions (ICF Code of Ethics, Section 1), preserving autonomy rather than controlling behavior.

C . Support client success: This encapsulates ICF's mission and competencies (e.g., Competency 5: "Cultivates Trust and Safety," Competency 8), focusing on empowering clients to succeed.

D . Understand client mental health: This exceeds coaching's scope, which avoids diagnosing or treating mental health (ICF Code of Ethics, Section 2.5), requiring referral instead.

Option C is most important, reflecting ICF's foundational commitment to client success.

NEW QUESTION # 34

After making initial progress between sessions, your client is now at a point where they are stuck and feel like they are moving backwards. The best response is:

- **A. Ask the client questions about what this is helping them understand or learn about themselves, their process, or the situation.**
- B. After hearing the situation, kindly suggest what the client might be learning about being stuck.

- C. Tell the client that they need to stick to their decision and try harder.
- D. Remind the client that they will fail long term if they don't have better support.

Answer: A

Explanation:

Option B aligns with ICF Core Competency 7, "Evokes Awareness" (7.2 - Helps the client explore and gain clarity), by using questions to deepen the client's understanding of their experience. It supports partnership (Competency 2.2) and respects autonomy (Competency 8.3), adhering to Ethics Section 1.1 (client-led process).

Option A directs the client, violating Competency 2.2 and Ethics Section 2.2 (avoiding bias). Option C instills fear and assumes failure, breaching Competency 4.1 (safe environment). Option D suggests rather than explores, missing full collaboration. B best facilitates self-discovery and growth.

References: ICF Core Competencies (2.2, 4.1, 7.2, 8.3); ICF Code of Ethics (1.1, 2.2).

NEW QUESTION # 35

A coach facilitates a client's growth by shifting the client's focus to the

- A. problem rather than the opportunity to Build potential
- B. individual self rather than the coaching topic or goal
- **C. current situation rather than the future outcome**
- D. behavior rather than the client's sense of self

Answer: C

Explanation:

ICF Competency 8 ("Facilitates Client Growth") involves "partnering with the client to transform learning and insight into action," often by focusing on observable behaviors that support goal achievement. Shifting focus to behavior aligns with coaching's action-oriented nature while respecting the client's autonomy (ICF Code of Ethics, Section 1). Let's evaluate:

* A. Current situation rather than the future outcome: Coaching balances present awareness with future goals (Competency 7), not prioritizing one over the other.

* B. Individual self rather than the coaching topic or goal: Focusing solely on "self" risks veering into therapy, while coaching targets specific goals (ICF Definition of Coaching).

* C. Behavior rather than the client's sense of self: This fosters growth by addressing actionable steps rather than identity, aligning with Competency 8 and coaching's practical focus.

* D. Problem rather than the opportunity to build potential: Coaching emphasizes potential and solutions (ICF Definition of Coaching), not dwelling on problems.

Option C best reflects how a coach facilitates growth, per ICF's competency and ethical framework.

NEW QUESTION # 36

A sponsor hires a coach to work with a director. The director asks the coach to provide coaching to address a personal issue under a separate contract. What should the coach do as an ethical responsibility?

- **A. Clarify the implications of both contracts to avoid possible conflicts of interest**
- B. Ensure that the sponsor does not pay for the director's personal coaching
- C. Decline the request for the personal coaching contract due to the limits of confidentiality
- D. Accept to deliver the same type of coaching between the two contracts

Answer: A

Explanation:

The ICF Code of Ethics (Section 1.2) requires coaches to "clarify roles and responsibilities" in multi-party agreements, and Section 3.2 mandates disclosing conflicts of interest. Dual contracts (sponsor and personal) risk overlapping interests or confidentiality issues (Section 4). Let's assess:

A. Clarify the implications of both contracts to avoid possible conflicts of interest: This ensures transparency and alignment (Competency 3), addressing potential conflicts ethically.

B. Accept to deliver the same type of coaching between the two contracts: This ignores potential conflicts or confidentiality breaches between sponsor and personal goals.

C. Ensure that the sponsor does not pay for the director's personal coaching: Payment source is secondary; the ethical issue is role clarity and conflicts, not just funding.

D . Decline the request for the personal coaching contract due to the limits of confidentiality: Declining isn't required if boundaries are clear; ICF allows multiple roles with disclosure (Section 1.2).
Option A fulfills the coach's ethical responsibility, per ICF standards.

NEW QUESTION # 37

After establishing a goal which is likely to be the best step for the client and coach to take next?

- A. Reflect on what the client has done to help or hinder them in achieving their goal
- B. Develop a plan for keeping the goal confidential until it is achieved
- C. Select an approach the coach recommends to achieving their goal
- D. Identify the obstacles that would lead the client to change their goal

Answer: A

Explanation:

After establishing a goal, the ICF coaching process emphasizes evoking awareness and facilitating growth (ICF Core Competencies 7 and 8). Reflecting on past actions aligns with this by helping the client gain insight into their strengths, patterns, and obstacles-key steps in creating an effective plan. Let's break down the options:

A . Identify the obstacles that would lead the client to change their goal: While identifying obstacles is valuable, suggesting the client might "change their goal" prematurely contradicts ICF's focus on client autonomy and commitment to the agreed goal (ICF Competency 3). This step is less immediate than reflection.

B . Select an approach the coach recommends to achieving their goal: Coaches do not "recommend" solutions; they facilitate the client's own strategies (ICF Code of Ethics, Section 2.3: "I will not give my clients advice unless specifically agreed upon"). This option misaligns with ICF's client-led approach.

C . Reflect on what the client has done to help or hinder them in achieving their goal: This step aligns with Competency 7 ("Evokes Awareness"), where the coach uses powerful questioning to help the client assess their current reality and past efforts. It builds a foundation for action planning (Competency 8), respecting the client's autonomy and fostering self-discovery.

D . Develop a plan for keeping the goal confidential until it is achieved: Confidentiality pertains to the coach-client relationship (ICF Code of Ethics, Section 4), not the goal itself. This is irrelevant to the coaching process and not a typical next step.

Option C is the best next step, as it reflects ICF's emphasis on awareness and growth as immediate follow-ups to goal-setting, per its competencies and ethical framework.

NEW QUESTION # 38

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