

**Transformational ADHD Coaching Program**  
***“DHS/ DECISION- DEAR 2 ME”***  
***Coaching Model***

**125+ Hour Course Manual**  
**Three Training Courses/ Ten Modules**

**Developed By:**

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Licensed Educational Psychologist

**Course Instructor:**

Dr. Huda Shaaban, PCC, SCPC  
Licensed Educational Psychologist



**Level 1 Certificate- ADHD Coaching Foundation**  
**Three hours weekly for 20 weeks - leading to ICF- ACC**  
**certification.**

**Coaching for Promoting Performance  
& Provoking Motivation**

**60+ Hour Course Manual**  
**Three Training Courses/ Ten Modules**

## **Program Components:**

The program is divided into two courses, as follow:

### **Course 1- Introduction to AD/HD Coaching (20 Hours)**

Introducing the new understanding of AD/HD as a self-management deficit that can be controlled by ADHD coaching.

Learning the 'DHS: D.E.C.I.S.I.O.N- D.E.A.R 2 M.E' coaching model which is based on recent research and other related theories in ADHD and coaching and is aligned with the ICF Coaching Core Competencies

### **Course 2- Coaching for Awareness (20 Hours)**

This course will equip the participants with the motivational interview competencies which allow them to create a mutual trust with their clients while going through the intake sessions and build their profiles to help them understand the 'strengths vs. weaknesses', 'evoke awareness' while moving them towards adopting a new shift in perspective.

### **Course 3- Coaching for Effective Performance and Motivation**

#### **(Coaching AD/HDers' Executive Functions and Accountability)**

**(20 Hours)**

Practice Coaching sessions to master the ICF coaching core competencies, supporting clients defining their smart goals and strategize different action plans that will help them master their lagging executive functions skills while staying motivated and eager to build a performance toolbox that would nurture a 'second nature' development which is more flexible and believe in the power of "Not Yet".

### **Mentoring (10 Hours- ACC)**

10 hours of mentor coaching for each credential divided as follow:

- Group mentoring – 7 hours
- Individual (One on One) mentoring- 3 hours.

**TRANSFORMATIONAL COACHING PROGRAM- 125 HOURS COURSES**

**“DHS- D.E.C.I.S.I.O.N- D.E.A.R. 2 M.E”**

<b>35 SKYPE LESSONS/ 3 HOURS PER SESSION</b>	<b>35 WEEKS</b>
<b>105 HOURS SKYPE PRACTICUM</b>	<b>35 WEEKS</b>
<b>20 HOURS ASYNCHRONOUS LEARNING- SELF STUDY</b>	

**COURSE 1 (20 HOUR COURSE) - INTRODUCTION TO AD/HD COACHING**

<b>5-6 SKYPE LESSONS/ 3 HOURS PER SESSION</b>	<b>6 WEEKS</b>
<b>18 HOURS SKYPE PRACTICUM</b>	<b>6 WEEKS</b>
<b>2-3 HOURS ASYNCHRONOUS LEARNING- SELF STUDY</b>	

**COURSE 2 (30 HOUR COURSE) – COACHING FOR AWARENESS**

<b>5-6 SKYPE LESSONS/ 3 HOURS PER SESSION</b>	<b>6 WEEKS</b>
<b>18 HOURS SKYPE PRACTICUM</b>	<b>6 WEEKS</b>
<b>2-3 HOURS ASYNCHRONOUS LEARNING- SELF STUDY</b>	

**COURSE 3 (20 HOUR COURSE) – COACHING FOR EFFECTIVE PERFORMANCE & ACCOUNTABILITY (COACHING AD/HDERS’ EXECUTIVE FUNCTIONS)**

<b>5-6 SKYPE LESSONS/ 3 HOURS PER SESSION</b>	<b>6 WEEKS</b>
<b>18 HOURS SKYPE PRACTICUM</b>	<b>6 WEEKS</b>
<b>2-3 HOURS ASYNCHRONOUS LEARNING- SELF STUDY</b>	

**BONUS – PEER TO PEER COACHING PRACTICE)**

**MENTORING (10 HOURS- PCC)**

**10 HOURS OF MENTOR COACHING FOR EACH CREDENTIAL DIVIDED AS FOLLOW:**

- GROUP MENTORING – 7 HOURS**
- INDIVIDUAL (ONE ON ONE) MENTORING- 3 HOURS.**

**For Final performance evaluation and submission for ICF- ACC credentialing-** Participants will be required to submit 5 (five) recorded coaching sessions, at least two need to pass the ICF final evaluation to earn the program certification. Participants will also be asked to submit a client log with 100 hrs. of coaching.

## Program Description:

### Three hours weekly for 20 weeks - leading to ICF- ACC certification.

This program is developed to facilitate growth and change. It draws on longitudinal research, best various coaching models and a wide range of psychological schools moving away from simple performance focused tool to a psychological focus, where the whole person is considered.

This program will walk the participants through Dr. Shaaban's research based "D.E.C.I.S.I.O.N" Integrative Therapeutic approach to AD/HD using the "D.E.C.I.S.I.O.N- D.E.A.R 2 M.E" transformative Coaching Model- which emphasize four empowerment cycles- the 'AASA': **A**cceptance, **A**wareness, **S**trategizing and **A**ccountability that matches the International Coaching Federation-ICF core competencies and coaching foundations skills.

The model would stride future coaches through a very defined framework which accentuate a coachee's 'D.E.A.R 2 M.E' process: **D**escribe, **E**xplore, **B**e **A**ware, **R**eframe thoughts, **R**econstruct action plans, **M**onitor, and self-**E**valuate performance. A model that has won the best paper award in ARICELL/ ARICPEST Conference, King's College- London 2019, and was registered in ARICELL/ ARICPEST Conference in Harvard University in 2021.



The DHS 'D.E.C.I..S.I.O.N\_D.E.A.R 2 M.E' Transformational Coaching Model is a client-centered program which draws out the talent and potential of the coachee. It is a Strengths Based Approach which motivates and inspires the coachee to achieve their full potential and break down their barriers in just nine months.

This is a goal-oriented partnership which help clients to assess their environments, identify their needs, set their goals, and provide tools for implementation and skills building.

This focused and personalized one-on-one approach for coaching works particularly well for AD/HD clients and assists them in:

- Creation of self-awareness.
- Setting Goals, Planning, Organizing, Scheduling, Prioritizing, Focusing, Persisting on Tasks & Study Skills,
- Making conscious and wise choices, triggers motivation & follow-through,
- Developing systems for success, self-motivation, and accountability.

### **Program objectives:**

- Gain an understanding of how coaching helps individuals with AD/HD, emotional dysregulation, and EF deficit.
- Participants will learn about the new understanding of AD/HD.
- Understand the nature of AD/HD and its implications on Behavior.
- Learn about the DHS: D.E.C.I.S.I.O.N- D.E.A.R 2 M.E Coaching Model for AD/HD Individuals.
- Gain an understanding of the ICF Core competencies and code of ethics.
- Learn how to use different coaching models and tools.
- Develop effective coaching skills and master the coaching conversations.
- Gain the skills and knowledge needed to coach individuals with AD/HD.

For more info about the **DHS 'D.E.C.I.S.I.O.N\_D.E.A.R 2 M.E'**  
**Transformational Coaching Model**, Visit Dr. Shaaban's Website-  
[www.drhudashaaban.com](http://www.drhudashaaban.com)

## Program Outlines

Course ICF- ACC	Modules		Live Class	Self Study
<b>Course 1</b> - <b>Introduction to AD/HD Coaching (20 Hours)</b>	Module 1	<b>Foundational Coaching skills.</b> What is Coaching? Coaching Core Competencies Code of Ethics for Professional Coaching Promoting trust and safety through coaching	3 hrs.	3 Hrs. Self-Study / Peer-to- Peer Coaching
	Module 2	Why AD/HD Coaching? The New Understanding of AD/HD as a Self-Regulation Deficit. <b>The 4 Empowerment Cycle “AASA” in the ‘D.E.C.I.S.I.O.N_ DEAR 2 ME’ Coaching Model for AD/HD:</b> Acceptance, Awareness, Strategizing, Accountability	3 hrs.	
	Module 3	<b>Introduce the ‘D.E.C.I.S.I.O.N- D.E.A.R 2 M.E’ Coaching Model/ Coaching Tools</b> <b>How to set the agreement of a coaching session?</b> How to carry the coaching Intake Sessions using the Motivational Interview	3 hrs.	
	<b>Coaching Lab</b>	<b>Peer to Peer Coaching Practice</b>		
	Module 4	<b>Building Coaching Competencies</b> Direct Communication Active Listening Powerful Question How to create Smart Goals?	3 hrs.	
	<b>Coaching Lab</b>	Practice the ‘D.E.C.I.S.I.O.N- D.E.A.R 2 M.E’ Coaching Models/ Coaching Tools & Exercises Practice the ‘G.R.O.W’ Model O.A.R.S Coaching Model Bonus- Peer to Peer Coaching Practice	5 hrs.	
<b>Course 2</b> <b>Coaching for Awareness (20 Hours)</b>	Module 5	<b>The ‘D.E.C.I.S.I.O.N- D.E.A.R 2 M.E’ Coaching Model: “DESCRIBE &amp; EXPLORE”</b> Practice ‘Effective Listening & ‘Powerful Questions’ to create ACCEPTANCE and UNDERSTANDING	3 hrs.	3 Hrs. Self-Study / Peer-to- Peer Coaching
	Module 6	<b>The ‘D.E.C.I.S.I.O.N- D.E.A.R 2 M.E’ Coaching Model as a tool to generate ‘AWARENESS’ and ‘REFRAME’ thoughts</b> <b>Practice Coaching Conversations</b> to learn how to explore the situation and create new learning (evoke awareness) Practice JOHARI Coaching Model	5 hrs.	



	Module 7	<b>The 'D.E.C.I.S.I.O.N- D.E.A.R 2 M.E' Coaching Model as a tool to generate ACCEPTANCE and 'REFRAME' thoughts.</b> <b>Practice Coaching Conversations</b> to learn how to explore the situation and create new learning (evoke Acceptance)	3 hrs.	
	<b>Coaching lab</b>	Practice Coaching Conversations using the 'D.E.A.R 2 M.E' Coaching Model/ Coaching Tools & Exercises Bonus- Peer to Peer Coaching Practice	6 hrs.	
<b>Course 3 - Coaching for Performance (20 Hours)</b>	Module 8	<b>The 'D.E.C.I.S.I.O.N- D.E.A.R 2 M.E' Coaching Model: "RECONSTRUCT" Action Plans</b> Coaching AD/HDers' Executive Functions <b>Coaching Lab-</b> Practice Coaching Conversations using ICF Core <b>Practice O.S.C.A.R.S Model/ Coaching Tools &amp; Exercises</b> <b>Competencies Observation Form</b>	6 hrs.	3 Hrs. Self-Study / Peer-to- Peer Coaching.
	Module 9	<b>Strengthening Coaching Competencies</b> to fire MOTIVATION & ACCOUNTABILITY <b>Coaching Lab-</b> Practice 'D.E.C.I.S.I.O.N- D.E.A.R 2 M.E' Coaching Model/ Coaching Tools Using ICF Core Competencies Observation Form	3 hrs.	
	Module 10	<b>Strengthening Coaching Competencies</b> to promote 'SELF EVALUATION'	3 hrs.	
	<b>Coaching Lab</b>	<b>Strengthening Coaching Conversations</b> using different Coaching Models/ Coaching tools & Exercises When to refer a client? Review of Code of Ethics Bonus- Peer 2 Peer Coaching Practice	5 hrs.	
<b>Mentoring</b>		Mentoring	10 hrs.	
<b>Total Program's Hours = 60 hrs. Training + 10 Hrs. Mentoring</b>				

## Modules Objectives

<b>Modules Objectives</b>				
<b>Course 1 (20 Hours)</b>	Module 1	<b>Understand Foundational Coaching Skills Cultivate trust and safety</b>	3 hrs.	3 Hrs. Self-Study / Peer-to- Peer Coaching
	Module 2	<b>AD/HD Coaching and the 'D.E.C.I.S.I.O.N' Integrative Therapeutic Approach for ind. with AD/HD</b>	3 hrs.	
	Module 3	<b>'D.E.C.I.S.I.O.N- D.E.A.R 2 M.E Coaching Model/ Building Coaching Competencies</b>	3 hrs.	
	Module 4	<b>Set The Coaching Session Agreement/ Practice Coaching Conversations</b>	3 hrs.	
	Coaching Lab	<b>Practice Coaching Conversations using different Coaching Models and Tools</b>	5 hrs.	
<b>Course 2 (20 Hours)</b>	Module 5	<b>How to conduct an Intake session/ Building Coaching Competencies</b>	3 hrs.	3 Hrs. Self-Study / Peer-to- Peer Coaching
	Module 6	<b>Strengthening Coaching Competencies to evoke clients' awareness</b>	3 hrs.	
	Module 7	<b>Strengthening Coaching Competencies to Create Acceptance</b>	3 hrs.	
	Coaching Lab	<b>Practice Coaching Conversations using different Coaching Models and Tools</b>	8 hrs.	
	Module 8	<b>Strengthening Coaching Competencies to Develop clients' abilities to Strategize/ Reconstruct Action Plans</b>	6 hrs.	

	Module 9	<b>Strengthening Coaching Competencies to Create Accountability</b>	3hrs.	/ Peer-to-Peer Coaching
	Module 10	<b>Strengthening Coaching Competencies to Create Ability to 'Self Evaluate'</b>	3 hrs.	
	<b>Coaching Lab</b>	<b>Practice Coaching Conversations using the 'D.E.C.I.S.I.O.N- D.E.A.R 2 M.E Coaching Model/ Strategies &amp; Tools</b>	5 hrs.	
<b>Mentoring (10 Hours)</b>		<b>Mastering Coaching Conversations</b>	10 hrs.	

### Program Requirements

- Do the reading required for each session.
- Complete the self-study assignments before the upcoming session and email it to the instructor for review.
- Review the Core competencies and have the short version laminated and ready in every session to ease the discussion.
- **Practice coaching with a buddy on a weekly basis. The LDPA Coaching academy provides the opportunity of (free) Peer-to-Peer coaching.**
- **10 hours mentoring over a period of 3 month or longer period.**
- **5 observed coaching sessions for each participant will be requested to apply for the ACC- ICF Credentialing.**
  - **3 transcribed and self-evaluated sessions.**
  - **2 transcribed and recordings for final evaluation.**
- **A 100 one on one coaching session is also required to apply for the ACC- ICF Credentialing (25 can be pro-bono).**

### Participation Policy

- **Attendance Policy:** Absence in 3 or more sessions will lead to suspension from the course. All participants are expected to adhere to 100% attendance during the entire program.
- **Illness Policy.** In case of an illness or an emergency and you are not able to attend a coaching session, you will be expected to complete the session outside the live session to make up the missed session. If you need to miss more than 9 hours of the training program, you will have the option to work with the instructor to cover the missed material at your own expenses or register for another course.

## **Intended Participants and prerequisites**

AD/HD Stakeholders: Specialists, Teachers, Parents of AD/HDers, and individuals with AD/HD.

### **Delivery Dates**

**60 hrs. ADHD Coaching Foundation courses leading towards ACC (ICF) credentials.**

Course 1 – Introduction to ADHD Coaching                      Quarterly Basis

Course 2 – Coaching for Awareness                              Quarterly Basis

Course 3- Coaching for Effective Performance              Quarterly Basis

**NB: Our program structure is flexible and different cohort starts each quarter.**

**Language used** – Arabic/ English

**Delivery method-** Virtual through GOOGLE MEET Platform

**Contact phone number/ email**

You can contact the Learning Difficulties Professional Association through WhatsApp 00965 66170931.

Or by email: [info@ldpassociation.org](mailto:info@ldpassociation.org)

**Payment/ Fees Policy**

All registrations are secured on first come, first served basis. Your registration in a course is dependent upon receipt of full payment.

**Refund Policy**

Cancellation of a course must be made a minimum of 14 business days prior to the course to be eligible for a full refund. Cancellations made less than 5 days before the course are not eligible for a refund.

## **Important Notes:**

### **Agreement of Confidentiality:**

- For any reason, you may not use the recorded playback of class sessions. These are done just for participants to make sure they don't miss any information that has been discussed.
- Participants are always requested to keep any kind of information discussed by the group members confidential and never share it with anyone outside the coaching group.
- Participants are always expected to deal with respect with all group members. Feedback given on any coaching practice should be specific, positive and match the ICF core competencies

**All Course materials including content, handouts are the property of the Learning Difficulties Professional Association- DHS, and you are prohibited from sharing them. You may use the forms created by the LDPA in the Appendix if you are committed to keep our logos on.**

**Bulk reproduction of any course materials is strictly prohibited.**