

Module Synopsis

Specialist Diploma in Coaching, Guidance & Facilitation Skills

PDC 1: Post-Diploma Certificate in Coaching & Stakeholder Management (120 hours)	
1. LC2009: Psychosocial Support for Learner & Learning	(50 hours)
The module enables trainees to understand the profile and learning styles of their clients. It identifies the social and emotional developmental stages in individual clients to enhance and support their knowledge/ bridge skill gaps to promote and build inclusivity. Trainees are equipped with fundamental knowledge on how to develop learners with various needs and the rationale vis-à-vis the organization's goals and learning goals. They will be able to apply these principles when developing coaching strategies.	
2. LC2012: Strategies in Coaching	(50 hours)
This module aims to provide tried and tested ways of coaching a small group of clients. Coaching skills based on the client profile and programme goals will be covered. Skills in monitoring the learning and evaluating outcomes vis-à-vis programme goals will also be covered in this module. Trainees will undertake a practicum project to apply the coaching strategies in an authentic workplace setting.	
3. LC2013: Managing & Engaging Stakeholders	(20 hours)
The module enables trainees to use approaches and skills to engage and develop a positive relationship with internal and external stakeholders. Trainees will also be able to apply practical partnership models, which ensure that the relationship supports a growth learning environment within self and others.	
PDC 2: Post-Diploma Certificate in Guidance & Facilitation Skills (140 hours)	
1. LC2010: Facilitating Diverse Learners in a Digital Age	(45 hours)
This module deepens the understanding and appreciation of diverse learners using evidence-based methods in a complex environment, and the impact on the social-emotional and cognitive development of the learner. Trainees thus hone the diversity of digital and non-digital strategies that are employed to be an effective facilitator apply and teach the use of digital tools in an inclusive manner to bridge the digital divide and support learners with diverse needs. Trainees will undertake a practicum project in an authentic workplace setting to apply the learning.	
2. LC2011: Digital Resource & Evaluation	(40 hours)
This module aims to equip trainees to plan learning delivery, evaluate digital materials and resources available, and understand the fundamentals of sound planning principles for learning experiences. In addition, trainees will deepen understanding of curricula from a person-centred	

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view and how to develop the necessary competencies in providing personalised learning in a caring environment. The emphasis will be on creating differentiation to meet the distinct needs in a workplace setting. The curation of online resource development will also be introduced to the learners in this module.

3. LC2014:	Guidance & Ethics for Social Support & Professional Growth	(55 hours)
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This module aims to equip trainees with effective communication skills to create a network of support for self and clients. The trainees will enhance their problem solving and decision-making skills to support their clients. They will start a journey to continue honing life-long learning attributes and guidance skills, on ethical responsibility for personal and professional growth in a complex environment.