



Office of Professional & Continuing Education
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Education & Training Plan

Student Name: _____

Start & End Dates: ___/___/___ to ___/___/___

Life Skills Coach Certificate Program

Mentor Supported

MyCAA Information

Course Code: AU - LSC2
Program Duration: 9 Months
Course Contact Hours: 540
Student Tuition: \$3,950

This training program combines a two course training track:

- **Life Skills Coaching – Level 1**
- **Life Skills Coaching – Level 2**

Life Skills Coaching is one of the fastest growing professions in the world today. It is a key component of individual's success as well as an organization's toolkit for developing leaders, working with teams, and helping employees at every level achieve their personal and professional best. Through this course you can discover the techniques and tools for becoming a successful Life Skills Coach!

The Job Outlook

Overall employment of counselors is expected to increase by 18 percent between 2008 and 2018, which is faster than the average for all occupations. However, growth is expected to vary by specialty.



Certification:

Upon successful completion of our Life Skills Coaching Level 1 and Level 2 courses, students will be prepared to sit for the **NCCB** national certification exam to become a **Certified Life Skills Coach (CLSC)**.

Life Skills Coaching – Level 1
270 Hours

After completing this course, you should be able to:

- Comprehend the basic philosophies surrounding self-coaching
- Define the coaching process
- Identify the steps for developing coaching skills
- Identify methods for asking questions
- Comprehend emotional intelligence and self-management

Outline

Life Skills Coaching Module 1
The Power of Self-Coaching

- The Promise of Self-Coaching
- Choosing Happiness
- Why Are You Insecure?
- Choose Not to Worry
- Stop Controlling Life
- Reflexive Thinking
- Stop Insulating and Avoiding
- A Perfect Way to Be Miserable
- No More Lies
- Trust Yourself
- 5 Steps of Self-Talk
- Chart Your Weaknesses
- Separate Fact from Fiction
- Stop Listening to the Noise
- Let Go
- Motivate Yourself
- Living with Power

Life Skills Coaching Module 2
The Coaching Starter Kit

- Coaching Explained
- The Coaching Process
- Establishing Your Practice
- The First Session



- Communication with Clients
- Organizing Your Sessions
- Niche Coaching
- Marketing Your Practice
- Preparing for Coaching Sessions
- Strategies for a Fulfilling Session
- Setting Goals
- Overcoming Obstacles
- Taking Action

Life Skills Coaching Module 3 Coaching Skills and Practices

- Coaching Fundamentals
- The Coaching Model
- Coaching Relationships
- Listening, Intuition, & Curiosity
- Self-Management
- Coaching Principles and Practice
- Client Fulfillment
- Client Balance
- Client's Agenda
- Integration, Application & Vision
- Effective Coaching Skills

Life Skills Coaching Module 4 Coaching Questions

- Become a Master of Asking
- Top Ten Asking Mistakes
- Starting Significant Conversations
- Conversational Models
- The GROW Model
- Defining the Problem
- SMART Goals
- Seven Strategies to Overcome Obstacles
- Destiny Discovery
- Asking Good Questions
- What is Missing?
- Advanced Asking Skills
- Decision Making
- Motivation & Habit Change
- Feedback & Evaluation

Life Skills Coaching Module 5 Emotional Intelligence

- What is Emotional Intelligence?
- Understanding the Big Picture
- The Four Skills Explained
- An Action Plan to Increase Your EQ



- Self-Awareness Strategies
- Self-Management Strategies
- Social Awareness Strategies
- Relationship Management Strategies
- Putting it All Together

Life Skills Coaching – Level 2

270 Hours

Overview

Life Skills Coaching - Level 2 takes students step-by-step through the coaching process, covering all the crucial ideas and strategies for being an effective, successful life coach. This course moves seamlessly from coaching fundamentals to more advanced ideas such as helping clients to identify life purpose, recognize and combat obstacles, maintain a positive mind-set, and live with integrity. In the Level 2 course you will also learn more about developing a successful coaching business and marketing your coaching business.

After completing this course, you should be able to:

- Comprehend coaching fundamentals
- Define the coaching process
- Identify methods for coaching from the inside out
- Identify methods for selecting and developing your coaching model
- Identify the steps to start your own business and select your target market

Prerequisite: Life Skills Coaching - Level 1

Outline

Life Skills Coaching Module 1 Coaching Fundamentals

- Listening as a Coach
- The Language of Coaching
- Coaching as a Developmental Change Process
- Beyond the Basics
- Empowering the Client
- Stretching the Client
- Creating Momentum

Life Skills Coaching Module 2 Coaching From the Inside Out

- The Power of Purpose
- Design Your Life
- What Gets in the Way?
- Steering Your Life
- Walking the Talk



- Play Full Out!
- How Wealthy are You?
- Mind-set is Causative
- Love is All We Need

Life Skills Coaching Module 3 Coaching Millions

- The Business of Solving Problems
- Practitioners vs. Entrepreneurs
- All Roads Lead to Niche
- 8 Elements of a Successful Habitat
- Pick Your Coaching Model
- Developing Your Building Blocks
- The "Coaching Diamond"
- Developing a Powerful Pricing Strategy
- Avoiding Burnout
- Building Your Market Presence
- Getting More Leads
- Joint Venture Success
- Passive Coaching Income
- Self-Propelled Lifestyle Business
- Leadership, Edge & Innovation
- Accelerating Your Path to Success

Life Skills Coaching Module 4 Starting Your Coaching Business

- Prepare to Get Motivated
- Differences Between Consulting & Coaching
- Establishing Your Expertise
- Setting Up Your Business
- Choosing a Target Market
- Setting Up Your Office
- Finding Those First Clients
- Deciding How Much to Charge
- Creating Coaching Packages
- Profit and Loss
- Running Your Business
- Improving Your Offerings
- Keeping Those First Clients
- Sales and Marketing Systems
- Making a Profit
- Company Operations Handbook
- Publicizing Your Business
- Hiring an Office Manager



Life Skills Coaching Module 5 Virtual Marketing Strategies

- The Internet has Changed Marketing
- The New Rules of Marketing
- Reaching Your Buyers Directly
- Social Media and Your Targeted Audience
- Blogs: Tapping Millions
- Audio and Video Drive Action
- New Rules for Press Releases
- Creating Raves and Buzz
- Content Rich Web Sites
- Building Your Marketing & PR Plan
- Online Thought Leadership & Branding
- Write for Your Buyers
- Social Networking and Marketing
- The Online Media Room
- Search Engine Marketing

Required Materials:

- *The Power of Self Coaching* by Joseph J. Luciani
- *The Coaching Starter Kit* by Coachville.com
- *Co-Active Coaching* by Laura Whitworth, Karen Kimsey-House, Henry Kimsey-House, & Phillip Sandahl
- *Coaching Questions: A Coach's Guide to Powerful Asking Skills* by Tony Stoltzfus
- *Emotional Intelligence 2.0* by Travis Bradberry, Jean Greaves, and Patrick M. Lencioni
- *Becoming a Professional Life Coach: Lessons from the Institute of Life Coach Training* by Patrick Williams and Diane S. Menendez
- *Coaching Millions: Help More People, Make More Money, Live Your Ultimate Lifestyle* by Milana Leshinsky
- *Start Your Own Coaching Business* by Monroe Mann and Entrepreneur Press
- *The New Rules of Marketing & PR* by David Meerman Scott

System Requirements:

Internet Access

- Broadband or high-speed internet access is strongly recommended. Broadband includes DSL, cable, and wireless connections.
- Dial-Up internet connections will result in a diminished online experience. Moodle pages may load slowly and viewing large audio and video files may not be possible.

Hardware

- Virtually all Windows-Mac hardware configurations and processors are acceptable.
- 1 GB RAM recommended
- Software
- Operating Systems
 - Windows XP or Vista and Mac OS X 10 and higher
- Web Browsers
 - Mozilla Firefox 2 and 3 (previous versions will work also)
 - Internet Explorer 6, 7 and 8
 - Safari is not currently recommended as it cannot display certain Moodle editing menus for both students and instructors



- Media Plug-ins (These may be required depending on your course media-click on the links below to download the latest versions)
- Adobe Flash Player
- Adobe Acrobat Reader
- Apple Quicktime
- Windows Media Player
- Real Player
- PowerPoint Viewer (use this if you don't have PowerPoint)