



Office of Professional & Continuing Education  
301 OD Smith Hall | Auburn, AL 36849  
<http://www.auburn.edu/mycaa>

Contact: **Shavon Williams** | 334-844-3108

Last revised November 5/1/19

Auburn University is an equal opportunity educational institution/employer.

No refunds can be issued after the start date published in your Financial Award document.

## 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**

### **Overview**

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!

After completing this course, you should be able to:

- Identify the fundamentals of coaching
- Recognize the principles of empowerment
- Recall the steps for developing coaching skills
- Identify methods for creating conversations, enhancing listening skills and working with clients
- Define the co-active coaching model

### **Outline**

#### **Life Skills Coaching Module 1** **Coaching Fundamentals**

- Listening as a Coach
- Three Kinds of Listening
- Listening To
- Listening For
- Listening With
- Listening for the “Big Five”
- The Language of Coaching
- Coaching Conversations
- Using Structures
- Preparing for Coaching Sessions

#### **Life Skills Coaching Module 2** **Coaching and Empowerment**

- Coaching as a Developmental Change Process
- Psychology, Philosophy and Human Development
- Ken Wilber’s Four Quadrants of Change
- Levels of Consciousness Development
- Empowering the Client
- When Do Coaches Use Empowering Skills
- Selecting the Right Type of Conversation

- Six Types of Conversations
- Seven Skills for Empowering

### **Life Skills Coaching Module 3** **Working with Clients**

- Stretching the Client
- The Coaching Continuum
- Ways to Challenge
- Metaphors and Analogies
- Creating Momentum with the Client
- The Know in Order to Grow Principle
- Focusing on “Right Action” Through Fieldwork
- Coaching the Whole Client
- Mind, Body, Emotions, Spirit

### **Life Skills Coaching Module 4** **Coaching from the Inside Out**

- The Power of Purpose
- Ways to Discover Life Purpose
- Being Purpose-Full
- Design Your Life
- Living a Fulfilled Life
- Using the Contemporary Wheel of Life with Clients
- What Gets In Your Way?
- Aligning Values, Actions and Habits
- Developing New Values

### **Life Skills Coaching Module 5** **Integrity, Play and Wealth**

- Walk the Talk
- Personal Integrity
- A Workable System
- Play Full Out
- Being At Choice
- Boundaries
- How Wealthy Are You?
- Personal Revenue
- Making it Practical

### **Life Skills Coaching Module 6** **Mindset and Love**

- Mindset is Causative
- How Mind-Set is Sourced
- Distinctions on Observations
- Affirmations
- Moods, Emotions and the Body
- Fear vs. Trust

- Expressions of Love
- Learning to Love Ourselves
- Love is a Choice
- The Power of Forgiveness

### **Life Skills Coaching Module 7**

#### **Co-Active Coaching Part 1**

- Co-Active Coaching Model
- Four Cornerstones
- Co-Active Coaching Relationship
- The Coaching Environment
- Co-Active Coaching Contexts
- Listening
- Intuition
- Curiosity

### **Life Skills Coaching Module 8**

#### **Co-Active Coaching Part 2**

- Forward and Deepen
- Goal Setting
- Putting Structures to Work
- Self-Management
- Self-Judgement
- Coaching Fulfillment
- Balance
- Process
- Putting it all Together

### **Materials Included:**

All materials are included in this course.

### **System Requirements:**

#### **Internet Access**

- Broadband or high-speed internet access is required. 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**

- Windows hardware configurations and processors are acceptable
- Mac computers **MUST** have Microsoft Window Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website)
- 1 GB RAM minimum recommended
- Operating Systems
  - Windows XP, Vista or 7 and Mac OS X 10 or higher with Windows
- Web Browsers
  - Google Chrome is highly recommended
  - Internet Explorer is not recommended as it may not display certain menus and links

- Cookies **MUST** be enabled
- Pop-ups **MUST** be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded onto your computer.)
- Adobe PDF Reader
- Media Plug-ins (These may be required depending on your course media.)
- Adobe Flash Player (Required for many of our career courses and ALL of our IT courses.)
- Adobe Acrobat Reader, Apple Quicktime, Windows Media Player, &/or Real Player
- PowerPoint Viewer (Use this if you don't have PowerPoint)

**\*\*Outlines are subject to change, as courses and materials are updated.\*\***

## **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 discover ways to help clients succeed and grow.

After completing this course, you should be able to:

- Identify coaching principles
- Define the coaching process
- Recognize proper ways to ask coaching questions
- Identify steps for selecting and developing your coaching model
- Recall coaching techniques and goals

**Prerequisite:** Life Skills Coaching - Level 1

### **Outline**

#### **Life Skills Coaching Module 1** **Coaching Principles**

- The Coaching Spirit
- Relationship and Trust
- Asking Questions and Curiosity
- Listening and Intuition
- Feedback and Awareness
- Suggestions and Simplification
- Goals and Action Plans
- Accountability and Accomplishments
- Six Paradigms of Situational Coaching

#### **Life Skills Coaching Module 2** **Achiever's Coaching Techniques**

- Responsibility
- Building Self Esteem
- Clarifying Life Purpose
- Visualizing and Affirming Desired Outcomes
- Planning for Action
- Using Feedback, Learning and Perseverance to Your Advantage
- Law of Attraction and Celebrating Success
- Making the Impossible Dream Possible

### **Life Skills Coaching Module 3**

#### **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

### **Life Skills Coaching Module 4**

#### **Ways to Succeed**

- The Art and Science of Make Believe
- You Were Born Happy
- The Problem with Goals
- The Simple Way to Make Decisions

### **Life Skills Coaching Module 5**

#### **Supercoach Techniques**

- Rainy Days and Mondays
- Have an Average Day
- Listening Made Fun
- How to Ask for Anything from Anyone

### **Life Skills Coaching Module 6**

#### **Becoming a Supercoach**

- Secrets to a Lifetime of Financial Security
- Power of Hope
- Are You Ready to Become a Supercoach?

### **Materials:**

All materials are included in this course.

### **System Requirements:**

### **Internet Connection**

- Broadband or High-Speed - DSL, Cable, and Wireless Connections

\*Dial-Up internet connections will result in a diminished online experience. Classroom pages may load slowly and viewing large audio and video files may not be possible.

### **Hardware Requirements**

- Processor - 2GHz Processor or Higher
- Memory - 1 GB RAM Minimum Recommended

\*While our courses are accessible through multiple mobile learning platforms, some courses may include a CD or DVD with the Textbook, so you may need access to a computer with CD-ROM or DVD Drive.

### **PC Software Requirements**

- Operating Systems - Windows 7 or higher
- Microsoft Office 2007 or higher. Also, you could use a general Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers - Google Chrome is highly recommended
  - Cookies MUST be enabled
  - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- QuickTime, Windows Media Player &/or Real Player

### **MAC Software Requirements**

- Operating Systems - Mac OS x 10 or higher with Windows
- Mac office programs or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers- Google Chrome is highly recommended
  - Cookies MUST be enabled
  - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- Apple QuickTime Media Player
- Courses that include a CD-ROM or DVD may require an external drive and Parallels software to view.

**\*\*Outlines are subject to change, as courses and materials are updated.\*\***