Education & Training Plan

Student Name: ________________________________

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

Stress Management Coach Certificate Program

Mentor Supported

MyCAA Information
Course Code: AU - SMC2
Program Duration: 9 Months
Course Contact Hours: 450
Student Tuition: $3,950

This training program combines a two course training track:

- Stress Management Coaching – Level 1
- Stress Management Coaching – Level 2

Every day, more and more people are realizing the ongoing benefits of stress management therapy. Whether people suffer from work related stress, or need to cope with the rigors of a busy lifestyle, our Stress Management Coaching program can teach you how to help people find tranquility in their day through a number of coping techniques. You will learn about stress; you will learn and practice specific techniques; and you will be inspired to continue a life-long program of stress management. Stress Management Coaching is a growing field that provides powerful approaches to a healthy and balanced life.

The Job Outlook
According to Bureau of Labor Statistics, a 23% increase in professional coaching careers, such as Certified Stress Management Coaches (CSMC) is expected by the year 2018 in corporations, private organizations and social and human service agencies. According to the 2010 figures from the US Department of Labor's Bureau of Labor Statistics, average salaries ranged from $23,443 to $61,928.
Certification:
Upon successful completion of our Stress Management Coaching Level 1 and Level 2 courses, students will be prepared to sit for the NCCB national certification exam to become a Certified Stress Management Coach (CSMC).

Stress Management Coaching – Level 1
225 Hours

Overview

Stress Management Coaching - Level 1 is more than just a course about stress. It is an experience. You will find a toolbox of skills for immediate application and for immediate benefits to prevent and manage stress in your life and the lives of others. You will learn about stress; you will learn and practice specific techniques; and you will be inspired to continue a life-long program of stress management. Stress Management Coaching is a growing field that provides powerful approaches to a healthy and balanced life.

After completing this course, you should be able to:

- Define stress in today's world
- Comprehend the role of stress in chronic disease
- Identify methods for preventing stress
- Identify methods for facilitating mindfulness and meditation
- Identify methods for reducing stress

Outline

Stress Management Coaching - Level 1 Module 1
Understanding Stress

- Stress in Today's World
- Terminology of Stress
- Holistic Health
- Dimensions of Health
- Sources of Stress
- Self-Assessment
- Daily Stress Diary
- The Science of Stress
- The Fight-or-Flight Response
- Physiological Responses to Stress
- General Adaption Syndrome
- The Mind / Body Connection
- Psychological Health
- The Role of Chronic Stress in Disease
- Mind and Body Communication
- Blaming the Victim

Stress Management Coaching - Level 1 Module 2
Stress-Prevention Strategies
- The Power of Perceptions
- Cognitive Restructuring
- Hardiness & Commitment
- Change as Challenge
- Locus of Control
- Cognitive Distortions
- Thinking Errors
- Positive Self-Talk
- Theories and Techniques
- Rational Emotive Behavior Therapy
- The Nature of Reality
- Qualities of Mindfulness
- Practice Being More Mindful
- Managing Emotions
- The Importance of Values
- Research on Spirituality

**Stress Management Coaching - Level 1 Module 3**

**More Stress-Prevention Strategies**

- Time and Life Management
- Planning for Control
- Keys to Creating Balance
- Procrastination
- Money Management
- Can Money Make You Happy?
- Social Support & Relationships
- Communication & Managing Conflict
- Creating a Healing Environment
- Stress and the Environment
- Aesthetics & Ergonomics
- Healthy Lifestyles
- Exercise & Nutrition
- Healthy Weight & Eating Disorders
- Improving Sleep

**Stress Management Coaching - Level 1 Module 4**

**Stress-Reduction Techniques**

- Introduction to Relaxation
- Relaxation Sensations
- A Power Nap
- Take a Breath
- Benefits of Relaxation Breathing
- Breathing Exercises
- Autogenic Training
- Experiencing Autogenics
- Progressive Relaxation
- How to Do Progressive Relaxation
- Guided Imagery
- Using Your Imagination
Stress Management Coaching – Level 2
225 Hours

Overview

Every day, more and more people are realizing the ongoing benefits of stress management therapy. Whether people suffer from work related stress, or need to cope with the rigors of a busy lifestyle, our Stress Management Coaching - Level 2 course can teach you how to help people find tranquility in their day through a number of coping techniques.

The Stress Management Coaching - Level 2 course provides an in-depth look into a number of relaxation techniques such as meditation, progressive relaxation, guided imagery, self-hypnosis, and many more! It also covers information on started your own coaching business.

After completing this course, you should be able to:

- Define stress and methods for managing it
- Identify strategies for dealing with occupational stress
- Identify methods for dealing with stress such as breathing techniques and self hypnosis
- Identify coping skills and methods for reducing stress
- Identify the steps involved in starting your own coaching business

Prerequisite: Stress Management Coaching - Level 1

Outline
Stress Management Coaching - Level 2 Module 1
Stress Relief

- Definition of Stress
- Stress Management Goals
- Stress Psycho-psychology
- Stress and Illness
- Nutrition, Noise, Life Events
- Asserting Yourself
- Conflict Resolution
- Communication and Time Management
- Perception Interventions
- Selective Awareness; Humor
- Gratitude; Self-esteem
- Anxiety Management
- Spirituality and Stress

Stress Management Coaching - Level 2 Module 2
Dealing with Stress

- Internal Sources of Stress
- Material and Social Reinforcement
- Occupational Stress
- The Work Environment and Job Dissatisfaction
- The Workaholic and Burnout
- Saying No
- Making Time for Leisure
- Family Stress
- Money and Stress
- Dealing with Difficult People
- The Importance of Social Support
- Dealing with Anger and Depression
- Enjoying the Holidays

Stress Management Coaching - Level 2 Module 3
Stress Reduction Techniques

- How You React to Stress
- Body Awareness
- Breathing
- Progressive Relaxation
- Meditation
- Visualization
- Applied Relaxation Training
- Self-Hypnosis
- Autogenics
- Brief Combination Techniques
- Focusing Techniques

Stress Management Coaching - Level 2 Module 4
Taking Control with Stress Management
• Refuting Irrational Ideas
• Facing Worry & Anxiety
• Coping Skills Training for Fears
• Anger Inoculation
• Goal Setting & Time Management
• Assertiveness Training
• Work-Stress Management
• Nutrition & Stress
• Exercise & Stress Reduction
• Getting Unstuck

Stress Management Coaching - Level 2 Module 5
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

Required Materials:

• Stress Management for Life by Michael Olpin & Margie Hesson
• MP3 – Sanctuary of Serenity
• MP3 – Decrease Your Stress
• The Little Book of Stress Relief by Dr. David Posen
• The Relaxation & Stress Reduction Workbook by Matthew McKay, Ph.D.
• Hypnosis For Stress Reduction by Janet Decker – CD-ROM
• Dr. Walton’s Stress Relief and Deep Sleep by James E. Walton – CD-ROM
• Start Your Own Coaching Business by Monroe Mann

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
  o Windows XP or Vista and Mac OS X 10 and higher
• Web Browsers
  o Mozilla Firefox 2 and 3 (previous versions will work also)
  o Internet Explorer 6, 7 and 8
  o 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)