



Office of Professional & Continuing Education
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Last revised 9/14/18

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

Education & Training Plan

Student Name: _____

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

Wellness & Life Skills Coaching Specialist Certificate Program

Mentor Supported

MyCAA Program Information

Tuition: \$4,000

Course Code: AU-WLSC 02

Program Duration: 12 Months

Contact Hours: 765

This training program combines a three course training track:

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

Wellness coaching certification is about helping people to improve their lifestyle behavior. Wellness coaching is a new field. As it emerges and the world discovers the value of it, it will continue to define and re-define itself. What is clear is that wellness coaching is the application of the principles and processes of professional life coaching to the goals of lifestyle improvement for higher levels of wellness. Life Coaching certification 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)**.

Upon successful completion of our Wellness Coaching Certification course, students will be prepared to sit for the NCCB national certification exam to become a **Certified Wellness Coach (CWC)**.

Wellness Coaching 225 Hours

Overview

Wellness coaching is about helping people improve their lifestyle behavior. As the field of Wellness Coaching emerges and the world discovers the value of it, it will continue to define and re-define itself. Wellness coaching applies the principles and processes of professional life coaching in order to help make lifestyle improvements. Having a sound understanding of professional coaching and how to interact with people is a must to be successful in this field. In this course you will be introduced to some fundamental ways of staying emotionally, physically and mentally healthy. We will discuss nutrition, how to manage weight, exercise, stress management and much more.

At the completion of this course you should be able to:

- Identify various dimensions of health, types of stressors and ways to encourage overall well-being
- Recognize healthy eating habits and the principles of fitness
- Recall preventive measures for avoiding common illnesses, diseases and how to maintain sexual health
- Identify the effects of consumer products on our body and how to protect ourselves from violence and crime
- Define the co-active coaching model, the various contexts and principles and practices

Outline

Wellness Coaching Module 1 Health, Wellness and Well-Being

- The Dimensions of Health
- Health Disparities
- Sex, Gender and Health
- The Promise of Prevention
- Protecting Yourself
- Understanding Health Behavior
- Emotional and Mental Health
- Positive Psychology
- Sleep's Impact on Health
- Understanding Mental Health
- Anxiety Disorders

Wellness Coaching Module 2 Stress Management and Social Health

- What is Stress?
- Stressors
- Traumatic Life Events
- The Impact of Stress
- Communicating
- Forming Relationships
- Living in a Wired World
- Loving and Being Loved
- Partnering Across the Lifespan
- Family Ties

Wellness Coaching Module 3 Nutrition and Weight

- Essentials of Good Nutrition
- Food Safety
- Weight in America
- What is a Healthy Weight?
- How to Gain Weight
- Practical Guide to a Healthy Weight
- Treating Severe Obesity
- Disordered Eating
- What is Physical Fitness?
- The Principles of Exercise
- Mind-Body Approaches

Wellness Coaching Module 4 Sexual Health and Reproduction



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- Men and Women's Sexual Health
- Sexual Behavior
- Sexual Activity
- Sexually Transmitted Infections and Diseases
- Common STIs
- Contraception
- Sterilization
- Fertility Awareness
- Pregnancy
- Childbirth

Wellness Coaching Module 5 Diseases and Addictions

- Preventing Major Diseases
- Diabetes
- Hypertension and Cardiovascular Disease
- Stroke and Cancer
- Infectious Diseases
- Gambling
- Understanding Drugs and Their Effects
- Medications
- Substance Use Disorders
- Treatment for Substance Abuse

Wellness Coaching Module 6 Alcohol, Tobacco and Consumer Health

- Understanding Alcohol
- Alcohol-Related Disorders
- Tobacco Use in America
- Health Effects of Cigarette Smoking
- Quitting Tobacco Use
- Personalizing Your Health Care
- Your Medical Rights
- Elective Treatments
- Nontraditional Health Care
- The Health-Care System

Wellness Coaching Module 7 A Lifetime of Health

- Unintentional Injury
- Violence and Crime
- Sexual Victimization
- Pollution
- Chemical Risks
- Successful Aging
- Preparing for Medical Crisis

- End of Life
- Death and Dying
- Grief

Wellness Coaching Module 8 The Co-Active Coaching Model

- Empowered Coaching Environment
- The Five Contexts
- The Coach's Role in the Model
- Co-Active Coaching Relationships
- Coaching Environment
- Levels of Listening
- Intuition
- Curiosity
- Authenticity
- Accountability

Wellness Coaching Module 9 Coaching Contexts, Principles and Practices

- Self-Management
- Good Judgement
- Fulfillment and Values
- What is Balance?
- A Formula for Coaching Balance
- The Look of Process
- Process Coaching
- Integrating Principles
- The Coach's Commitment
- The Expanding World of Coaching

Materials:

All materials are included in this course.

Certification:

Upon successful completion of our Wellness Coaching course, students will be prepared to sit for the NCCB national certification exam to become a **Certified Wellness Coach (CWC)**.

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
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- 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.****

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)

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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:

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Certification:

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