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

- 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 Vista, Windows 7, Windows 8 or 8.1
- Microsoft Office 2007, 2010 or 2013 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
- 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
- If your course has a CD-ROM or DVD included, you may need to have Microsoft Windows Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website) or Windows setup with Parallels.

**Outlines are subject to change, as courses and materials are updated.**
Life Skills Coaching – Level 1

270 Hours

After completing this life coach certification 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?
- Walking the Talk
- Play Full Out!
- How Wealthy are You?
- Love is All We Need

**Life Skills Coaching Module 3**

**Coaching Millions**

- The Business of Solving Problems
- Practitioners vs. Entrepreneurs
- The "Coaching Diamond"
- Developing a Powerful Pricing Strategy
- Joint Venture Success
- Passive Coaching Income
- Self-Propelled Lifestyle Business

**Life Skills Coaching Module 4**

**Starting Your Coaching Business**

- Prepare to Get Motivated
- Establishing Your Expertise
- Finding Those First Clients
- Running Your Business
- Improving Your Offerings
- Making a Profit
- Publicizing Your Business

**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
- Content Rich Web Sites
• Search Engine Marketing

**Materials Included:**

• *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 Rich Minzer and Entrepreneur Press
• *The New Rules of Marketing & PR* by David Meerman Scott

**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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