



OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION

Office of Professional & Continuing Education

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Student Full Name: _____

Start Date: _____ End Date: _____

Stress Management Coaching Expert

765 Hours/12 Months/Mentor Supported

Course Code: AU-SMC
Program Duration: 12 Months
Program Type: Certificate/Certification

Contact Hours: 765
Student Tuition: \$3,950

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!

Life Skills Coaching 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.

Stress Management Coaching is more than just a course about stress; it is an experience. You will discover a variety of ways to prevent and manage stress in your life and the lives of others. Learn what stress is, what causes it, and some specific stress reduction techniques that inspire you 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:

- 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
- 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
- Recall the factors causing stress in today's world
- Recognize the role of stress in chronic disease
- Identify practices for reducing stress
- List methods for facilitating mindfulness and meditation
- Describe the importance of relaxation

Life Skills Coaching Level 1

Life Skills Coaching Level 1 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 Level 1 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 Level 1 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 Level 1 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 Level 1 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 Level 1 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 Level 1 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 Level 1 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

Life Skills Coaching Level 2

Life Skills Coaching Level 2 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 Level 2 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 Level 2 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 Level 2 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 Level 2 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 Level 2 Module 6 Becoming a Supercoach

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

Stress management Coaching

Stress Management Coaching Module 1 Stress in Today's World

- What is Stress?
- Yerkes-Dodson Principle
- The Terminology of Stress
- Holistic Health
- Dimensions of Health
- Nature or Nurture
- Self-Assessment

- Symptoms of Stress
- Perceived Stress Scale (PSS)
- Ardell Wellness Stress Test

Stress Management Coaching Module 2 Understanding Stress

- Fight-or-Flight Response
- Psychological Response to Tress
- Stress Response in Today's World
- General Adaptation Syndrome
- Mind/Body Connection
- Psychological Health
- Role of Chronic Stress in Disease
- Medium-Term Chronic Stress
- Long-Term Chronic Stress
- How the Mind and Body Communicate

Stress Management Coaching Module 3 Perception, Thinking, and Choosing

- Power of Perception
- The World Is NOT a Stressful Place
- Cognitive Restructuring
- Hardiness
- Cognitive Distortions
- Thinking Errors
- Cognitive Techniques
- Underlying Theories and Practices
- Rational Emotive Behavior Therapy

Stress Management Coaching Module 4 Mindfulness and Managing Emotions

- The Nature of Reality
- Qualities of Mindfulness
- Benefits of Mindfulness
- Inner Mindfulness Meditation
- Physiology of Emotions
- Guilt and Worry
- Fear
- Anger
- Hostility

Stress Management Coaching Module 5 Values and Spirituality

- Understanding Your Values
- Values within Cultures
- Dynamic Quality of Values
- Acquiring Values
- Types of Values
- Spiritual Quest
- Spirituality and Religiosity
- Five Qualities of Spiritual Health

- Action Plan for Stress Management Through Spiritual Wellness

Stress Management Coaching Module 6 Life Management and Money Matters

- Time and Stress
- Planning for Control
- Quadrant Planning
- Keys to Creating Balance
- Serendipity
- Procrastination
- ABCs of Money Management
- Stress on the Job
- Managing Your Money

Stress Management Coaching Module 7 Relationships and Environment

- Social Support
- Communication
- Managing Conflict
- Creating a Healing Environment
- Color
- Light
- Smells and Air
- Noise
- Temperature
- Taking Control of Your Surroundings
- Ergonomics

Stress Management Coaching Module 8 Healthy Lifestyles and Relaxation

- Exercise
- Nutrition
- Stress and Healthy Weight
- Eating Disorders
- Sleep
- Understanding Relaxation
- Benefits of Relaxation
- Relaxation Sensations
- Use Good Judgement

Stress Management Coaching Module 9 Breathing and Autogenics

- How Breathing Works
- Benefits of Relaxation Breathing
- Breathing and Relaxation
- How to Do Relaxation Breathing
- Autogenic Training
- How Autogenic Works
- Benefits of Autogenics
- Experiencing Autogenics

Stress Management Coaching Module 10 Progressive Relaxation

- Muscle Physiology
- Muscles and Relaxation
- How PMR Works
- Benefits of Progressive Relaxation
- Progressive Muscle Relaxation
- Guided Imagery
- The Mind and How it Works
- Imagery and Visualization
- Uses of Imagery

Stress Management Coaching Module 11 Meditation and Yoga

- What is Meditation?
- Meditation Put into Practice
- Additional Ways to Meditate
- Benefits of Meditation
- Overview of Yoga Styles
- Benefits of Yoga
- Hatha Yoga
- How to Practice Yoga
- Precautions Before Starting Yoga

Stress Management Coaching Module 12 Alternative Health and Strategies

- Complementary and Alternative Health
- Categories of Complementary and Alternative Medicine
- Stress-Reduction Strategies
- Laughter and Humor
- Music
- Solutions to Avoid
- Stress Management for Life – Planning for the Future

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

PC Software Requirements

- Operating Systems - Windows 7 or higher
- Microsoft Office 2013 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)

- The Kindle Reader App or VitalSource Bookshelf App are 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)
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Materials Included:

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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)**.

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