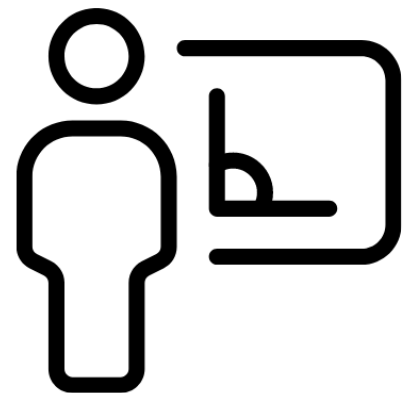


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



A man's pride can be his downfall. He needs to learn when to turn to others for support and guidance.

Bear Grylls

Module Two Why You Need a Life Coach



Many people often mistake a life coach for a mental health professional, such as a psychiatrist or a therapist. This misconception often leads people to believe they do not need a life coach since they feel as though nothing is wrong with their mental health. However, a life coach is designed to help improve a person's professional and personal life by working with them to achieve their goals.

Difficulty Making Life Decisions

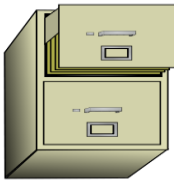


Life coaching is about encouraging and empowering the client in their personal and professional life. One of the biggest problems many people face is a difficulty to make life decisions. Some may be minor, such as deciding to join a gym or to repaint the house, while other decisions can be major, such as a decision to start a business or change careers. People have different reasons for being afraid to make decisions, whether they are scared the decision will be the wrong one, or that they may let themselves or someone else down with whatever they choose. While life coaches are not intended to make the decisions for the client, they are meant to guide the client through the process of decision making, and inform them about their choices and the pros and cons of those decisions – which will enable the client to work toward making their own choices.

| | |
|------------------------|---|
| Estimated Time | 8 minutes |
| Topic Objective | Review reasons for a life coach. |
| Topic Summary | Difficulty Making Life Decisions Discuss why having difficulty making decisions can use a life coach. |

| | |
|-----------------------------|---|
| Materials Required | Worksheet 1: Making Life Decisions |
| Planning Checklist | None |
| Recommended Activity | Complete the worksheet individually. Share your answers with the rest of the class. |
| Stories to Share | Share any personal or relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | How does life coaching empower and encourage clients? |

Prioritizing Projects and Timelines



Life coaches can be a great tool in many areas, especially for getting assistance with organizing and prioritizing projects and deadlines. Some people are unable to organize and prioritize the different aspects of their life, including work and personal business. When they cannot get these affairs in order, deadlines and timelines are often missed or projects are forgotten altogether. A life coach can help their client

take a look at everything that is happening in their lives and determine what is most important to accomplish, and what they want to work in, or out, of their schedules. It also helps the client to feel less overwhelmed and more empowered to tackle what they need to get done in their own timeframe.

| | |
|-----------------------------|---|
| Estimated Time | 7 minutes |
| Topic Objective | Review benefits of prioritizing. |
| Topic Summary | Prioritizing Projects and Timelines Discuss the benefits of organizing and prioritizing projects and timelines. |
| Materials Required | Worksheet 2: Prioritizing My Time |
| Planning Checklist | None |
| Recommended Activity | Complete the worksheet individually. Share your answers with the rest of the class. |
| Stories to Share | Share any personal, relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | Why is it important to prioritize? |

Urgent Situations



Everyone will, at some point, come across some form of urgent or high-risk situation in their life. Some, more than others, will need help finding ways to cope with these situations. These types of situations can cause a large amount of anxiety and can put a lot of pressure on a person – which usually causes them to shut down and completely avoid facing the problem. The goal of a life coach is to help the client focus on the problem at hand and make them realize the options they have at their disposal. The focus goes back to making key decisions and prioritizing. A life coach can help the client recognize an urgent or high-risk situation while giving them the tools to address the situation and remain calm as they work through it.

| | |
|-----------------------------|--|
| Estimated Time | 8 minutes |
| Topic Objective | Review what an urgent situation is. |
| Topic Summary | Urgent Situations Discuss how life coaching can help with urgent situations. |
| Materials Required | Worksheet 3: High Risks and Challenges |
| Planning Checklist | None |
| Recommended Activity | Complete the worksheet individually. Share your answers with the rest of the class. |
| Stories to Share | Share any personal, relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | How can life coaching help with urgent situations? |

Lack of Balance



It is important to have a healthy balance between our professional and personal lives – one should never overpower the other. But, with many people, finding the right balance that works for them is the hard part. Some people find they spend too much time in this personal life and ‘blow off’ their work responsibilities. Others are just the opposite in that they spend too much time at work and forget to pay attention to their personal lives outside of the office. Life coaches know this is generally defined as a life balance - a balance between major aspects in our lives. When clients feel their life-balance is outweighed by one area or another, they seek help from a life coach to make things more even. A life coach can use a variety of tools to help the client create organization in their life and ultimately create a plan of action to help them sort out their own life balance and what works best for them.

| | |
|-----------------------------|--|
| Estimated Time | 7 minutes |
| Topic Objective | Review how to determine a lack of balance in life. |
| Topic Summary | Lack of Balance Discuss how life coaching can help a feeling of imbalance. |
| Materials Required | Worksheet 4: My Life-Work Balance |
| Planning Checklist | None |
| Recommended Activity | Complete the worksheet individually. Share your answers with the rest of the class. |
| Stories to Share | Share any personal, relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | Why is a lack of balance harmful? |

Practical Illustration



Jenny was struggling with problems in different areas of her life. She knows that she spends too much time at work and doesn't pay enough attention to her personal life and is having trouble prioritizing the different projects she has to handle. She is beginning to feel overwhelmed, so she talks with her friend, Kayla, and tells her how she is feeling. Kayla suggests that Jenny should see a life coach in the area and let them help her. Kayla explained that they would be able to help Jenny prioritize the different areas of her life, help her create a better life balance and can make her feel better about herself. Jenny liked the idea and said she would sign up with a life coach right away.

Module Two: Review Questions

1.) Life coaching is designed to make clients feel what?

- a) Empowered
- b) Stupid
- c) Selfish
- d) Lazy

Life coaching is a field of therapy designed to empower, encourage and support their clients into becoming more confident and assured in their life.

2.) What is one reason a person may need a life coach?

- a) They have trouble making decisions
- b) They have recently changed jobs
- c) They have anxieties
- d) All of the above

A client may need a life coach for a variety of reasons in either their professional or personal lives. A life coach can help a client solve dilemmas or problems, offer advice or support on decisions and can help the client become more confident and empowered about what they want.

3.) What can happen if a client does not prioritize their projects or duties?

- a) They find they have more free time
- b) They can miss deadlines
- c) They get more work done
- d) They have more energy

If a client is unable to prioritize their projects and responsibilities, they are often overwhelmed with everything on their to-do list. This can lead to client becoming unaware that something is due or needs to be completed, causing them to miss the deadline altogether.

4.) One benefit of prioritizing a client's projects and timelines is what?

- a) They become bored easily
- b) They can have their coworkers finish their duties
- c) They are able to take on more work
- d) They feel less overwhelmed

When a client is able to take time to prioritize and time the number of duties and projects that they have, they will feel less overwhelmed by it all because they have outlined what needs to be done and when.

5.) Urgent situations are also classified as what?

- a) Panic attacks
- b) Stress episodes
- c) High risk situations
- d) Meltdowns

Urgent situations in a client's life are times of stress and anxiety that have to be dealt with right away. They are also known as high-risk situations because the high stress can cause the client to make risky, hasty decisions.

6.) Urgent situations have a risk of causing what in clients?

- a) Calm
- b) Anxiety
- c) Boredom
- d) Confidence

High risk situations will almost always cause high levels of stress, tension and anxiety in clients. Clients often have trouble making decisions in these types of conditions.

7.) A balance between major aspects of life is known as what?

- a) Life cooking pot
- b) Life timeline
- c) Life puzzle
- d) Life balance

Life balance is known as the balance between the major aspects of life, which normally include one's personal life and work or career.

8.) One way to correct a lack of balance is to do what?

- a) Become more organized
- b) Stop trying to finish projects
- c) Work fewer hours
- d) Change jobs

One way a client can correct a lack of balance in their life is to become better organized. Better organization allows the client to better handle the various parts of their personal life as well as their professional life.

9.) Many people often mistake a life coach for a _____.

- a) Parent
- b) Boss
- c) Mental health professional
- d) General Practitioner

Many people often mistake a life coach for a mental health professional

10.) Life coaching is about encouraging and empowering the client in their personal and professional life.

- a) Encouraging
- b) Empowering
- c) A and B
- d) None of the above

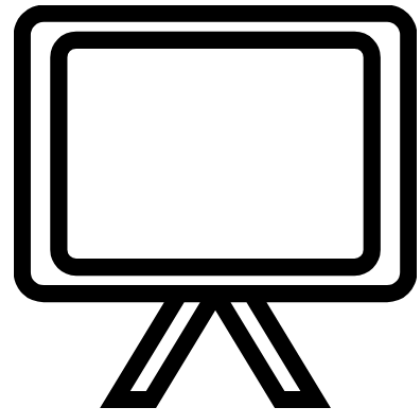
Life coaching is about encouraging and empowering the client in their personal and professional life

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





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A man's pride can be his downfall. He needs to learn when to turn to others for support and guidance.

Bear Grylls

MODULE TWO

Why You Need a Life Coach

A life coach is designed to help improve a person's professional and personal life by working with them to achieve their goals.



Difficulty Making Life Decisions

Life coaching is about encouraging and empowering the client in their personal and professional life.

Prioritizing Projects and Timelines

When they cannot get these affairs in order, deadlines and timelines are often missed or projects are forgotten altogether.





Urgent Situations

Everyone will, at some point, come across some form of urgent or high-risk situation in their life.

Lack of Balance

It is important to have a healthy balance between our professional and personal lives – one should never overpower the other.



Practical Illustration



- Difficulty Making Life Decisions
- Prioritizing Projects and Timelines
- Urgent Situations
- Lack of Balance

Module Two: Review Questions

1. Life coaching is designed to make clients feel what?

A. Empowered

B. Stupid

C. Selfish

D. Lazy

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



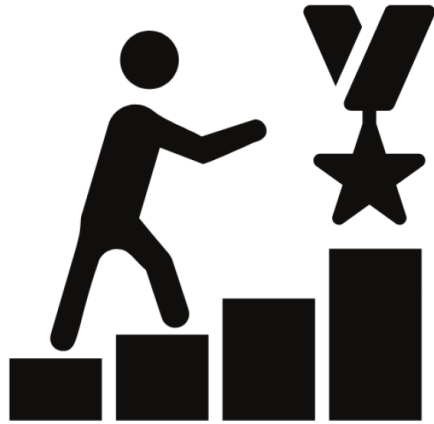
Life Coaching Essentials

Quick Reference Sheet



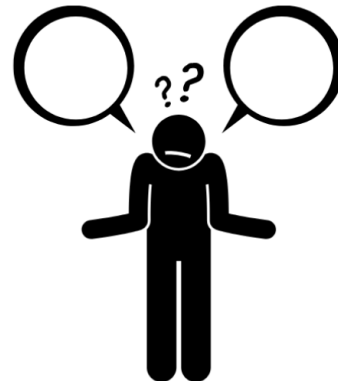
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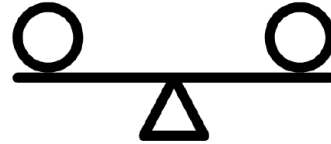
Difficulty Making Life Decisions

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Lack of Balance

It is important to have a healthy balance between our professional and personal lives – one area should never overpower the other, but finding the right balance may be the hard part. Some people find they spend too much time in this personal life and ‘blow off’ their work responsibilities. Others are just the opposite in that they spend too much time at work and forget to pay attention to their personal lives outside of the office. Life coaches know this is generally defined as a life balance - a balance between major aspects in our lives. When clients feel their life balance is outweighed by one area or another, they seek help from a life coach for ways to make things more even. A life coach can use a variety of tools to help the client create organization in their life and ultimately create a plan of action to help them sort out their own life balance and what works best for them.



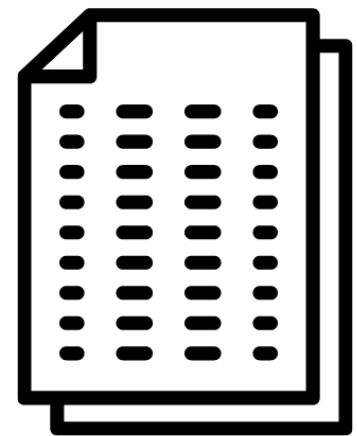
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

Making Life Decisions

Use this worksheet to outline major life decisions you have had to make – or even have yet to make.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

NOTES

Sample Worksheet 2

Prioritizing My Time

We've learned that it is important to prioritize our projects and timelines in our lives. Use the spaces below to outline and prioritize the projects and responsibilities you have.

In the office:

- _____
- _____
- _____
- _____
- _____

At home:

- _____
- _____
- _____
- _____
- _____

Sample Worksheet 4

My Life-Work Balance

It is important to have a balance between our work lives and our personal lives. Use the spaces below to outline ideas to define areas of balance between your personal and professional lives. Do you know of any imbalances? How can you work to fix these?

At Work:

- _____
- _____
- _____
- _____
- _____

At Home:

- _____
- _____
- _____
- _____
- _____

Icebreaker: Cartoon Character

PURPOSE

To get participants to examine themselves and to meet each other.

MATERIALS REQUIRED

- 2 name cards for each person
- 1 3x5 index card for each person
- Markers

ACTIVITY

Have participants write their name on one name card and put it on. Then, ask participants to think of the cartoon character they think is most like them. Have them write the name of the cartoon character on the other name card. The cartoon character can be from any legitimate source such as a comic book, animated movie, or comic strip.

Have each participant stand up, announce their name and character, and why they chose that character. Once all participants have had a chance to speak, ask them to write the name of a real person or movie character they would like to become more like onto the index card (this is their Goal Card).

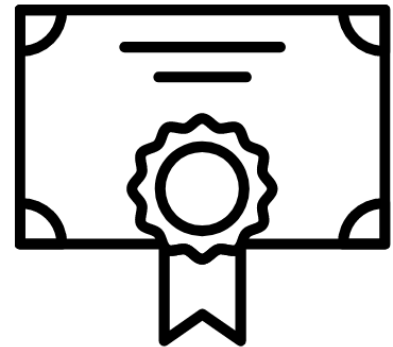
Have each participant stand up and explain who they chose and why. When they sit back down, have them place the Goal Card someplace visible in front of them to remind them of their goal.

[INSTRUCTOR'S NOTE: the self identity and role model may well change during the class, and that's fine. You now have some valuable insight into who your participants are and what leadership skills they may already have.]

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

*Has mastered the course
Life Coaching Essentials*

Awarded this _____ day of _____, 20____

Presenter Name and Title
