



Life Skills Harmony and Balance Coaching – B108 **280 hours**

Life Skills Coach – 180 Hours

In a world of ever-increasing stress, we need to develop and maintain control over our lives, we need to organize, prioritize, achieve targets, communicate effectively, handle change - and we need to be assertive, confident and happy.

Features:

Life Skills Trainers help to achieve life's goals, teaching clients to both identify and achieve what they want in their personal and professional lives.

Your Opportunity:

Life Skills Coaching is set to become big business, it is being hailed as the next generation personal trainer.

Course Objectives:

- The Coaching Framework
- The Coaching Environment
- Group Work & One-to-One Coaching
- Financial Coaching
- Career Coaching
- Relationship Coaching
- Time Management Coaching
- The Effects of Stress on the Body
- Assertiveness Coaching
- Relaxation Coaching
- Nutrition - The Holistic Approach
- Neuro-Linguistic Programming
- Personal Fitness
- Self Esteem

Course Outline:

1. The Coaching Framework.
 - a. Discuss the term "Life Skills Coaching"
 - b. Evaluate the anti-change messages which prevent us from moving forward.
 - c. List the attitudes that change requires.
 - d. Identify the goals of the coaching process.

2. The Coaching Environment.
 - a. Define the aim of counselling.
 - b. Describe the following:
 - A conditioned response
 - A block
 - Reflecting
 - Role-play
 - Supervisor
 - c. Summarize listening skills and how they benefit the counsellor.
 - d. Identify how a counsellor would utilise his powers of recall and give rules on what listening skills should include.
3. The Coaching Environment.
 - a. Describe the skills that are essential to establishing a client/counsellor relationship.
 - b. Investigate how counsellors control the tone of proceedings including 'objective signposts' that help guide the counselling process.
 - c. Summarize what a combination of empathy and respect allow.
 - d. Define how you would elicit a self-motivating statement from a client.
4. The Coaching Environment.
 - a. Explain what it is that we find in Rogers' non-directive approach.
 - b. Evaluate the main purpose of human communication showing how we use it in everyday life.
 - c. Define the differences between empathy and sympathy.
 - d. Summarize how body language is beneficial within the counselling relationship
5. Group Work & One-to-One Coaching.
 - a. Define the term 'group' identifying essential qualities of group work.
 - b. List six essential personality types and explain their positive and negative effects on the group.
 - c. Introduce important requirements that a successful group should show skills in.
 - d. Explain the term 'self empowerment.'
6. Group Work & One-to-One Coaching.
 - a. List the seven important aspects of communication giving your own interpretation of each.
 - b. Identify the categories of aggression giving descriptions of each
 - Passive
 - Aggressive
 - Assertive
 - c. Discuss the following types of poor listeners:
 - Reactive listeners
 - Cadaverous listeners
 - Impervious listeners
 - d. Summarize what needs to be taken into consideration when planning the logistics of an organised group.
7. Financial Coaching.
 - a. Identify the various types of financial institutes available to us giving their different purposes.
 - b. Analyse four types of Bonds with a description of each.
 - c. Define the main purpose of financial counselling.

8. Career Coaching.
 - a. Describe how a counsellor would give a client 'career coaching.'
9. Relationship Coaching.
 - a. Identify how a counsellor would give a client 'relationship coaching.'
 - b. Evaluate the importance of case studies when assessing 'relationship coaching.'
10. Time Management Coaching.
 - a. Analyse why some of us cope with our time and others do not and give the three principles of time management.
 - b. List the feelings people have when they do not manage their time well.
 - c. Introduce the five categories a task that needs to be performed may be broken down to.
 - d. Discuss the benefits of 'effective time management.'
11. Time Management Coaching.
 - a. Describe a range of different personality types.
 - b. Identify how these personality types deal with time management.
12. The Effects of Stress on the Body.
 - a. Discuss ways of helping the client to reduce the stress they are experiencing.
13. Assertiveness Coaching.
 - a. Examine the importance of being assertive.
 - b. List our fundamental human rights.
 - c. Summarize 'body language'.
14. Relaxation Coaching.
 - a. Explain the importance of relaxation to the body.
 - b. Describe what effects the lack of relaxation has on the body.
15. Nutrition – The Holistic Approach.
 - a. Discuss briefly the five stages of the general adaptation syndrome
 - b. Define the importance of Vitamin A to the body.
 - c. Summarize the importance of Vitamin C to the body.
 - d. Examine water-soluble vitamins and where they are found.
16. Neuro Linguistic Programming.
 - a. Describe your understanding of NLP.
 - b. Identify the visual-based phrases.
 - c. List examples of auditory-based phrases.
 - d. Introduce examples of kinaesthetic-based phrases.
17. Personal Fitness.
 - a. Discuss in detail 'strength building exercise'.
 - b. Summarize how you would show your client how to sit correctly.
 - c. Identify five ways of finding exercise where there is none available.
 - d. List various benefits of exercise.
18. Self Esteem.
 - a. Describe the benefits of a good self-esteem. Discuss the importance of nurturing the child's self-esteem.
 - b. Summarize what happens if a young person does not get good positive strokes from the parents and home.

This course is an online course. With online study you have access to your entire course from the start of your studies. You can access your course materials, and submit all of your question papers to your personal tutor, online from anywhere in the World using your unique student account.



There is no experience or previous qualifications required for enrolment on this course. It is available to all students, of all academic backgrounds.

We impose no time limits or pressures on you to complete your course material. Your course will not expire, and it will not become invalid until you have successfully completed it. All that we ask, is that you inform the College if you are intending to take a break from studying for a period of 6 months or more.

Depending on the course you study, each lesson should take you between 3 - 6 hours of study. Please note: This is only an approximate figure and is dependent upon how much time you can dedicate to your studies and how well you grasp the learning concepts in the course material. Furthermore, at the end of each lesson there is a question paper that needs to be completed and returned to your tutor. You should allow at least 1 - 2 hours of study to complete each question paper.

Feng Shui – 100 Hours

"In China, many people believe that to remain healthy and create wealth and happiness it is necessary to maintain a healthy environment in which to live and work."

Many businesses both large and small rely on ancient Chinese rules to dictate how their buildings and offices are laid out, even the work desk should conform to these basic rules in order to encourage business.

A room that does not conform can create confusion and loss of wealth and more important to many, health. Feng Shui is the Ancient Chinese system of balancing and creating harmony in your immediate environment. Most of us are familiar with the concept of yin and yang and the balance of Chi energy that flows through our bodies.

Taking these principles further, we can alter the Chi that flows around our homes or places of work to create an environment that is conducive to good health, happiness and the creation of wealth.

Some very simple alterations to your immediate environment can bring harmony into your life. This course will enable you to beneficially alter your life and give you the skills to help others.

Course Objectives:

- Introduction
- Yin & Yang
- The five elements
- Location of the four seasons
- The eight trigrams of the I Ching
- Key concepts
- Creating good feng shui for success in business
- History of feng shui
- Ch'i
- Basic compass directions



- The I Ching
- The sixty-four hexagrams
- Feng shui enhancers
- Intuition
- Desk layout - office layout
- Feng shui meditation
- Feng shui in the home
- Lo Shu
- Pa Kua

Module 1 – Introduction

- Summarise the basic principles of Feng Shui

Module 2 – The Five Elements

- Explain the Five Elements Theory

Module 3 – The Later Heaven Sequence

- Explain how the sixty four hexagrams of the I Ching were obtained

Module 4 – Principles

- Summarize the principles of Feng Shui

Module 5 – The Eight Compass Points

- Explain how the compass points discussed in this unit affect the home

Module 6 – Meditation and the Nine Palaces.

- Describe the Meditation process
- List the nine questions asked during the basic ritual of walking the Nine Palaces

Module 7 – House Directions.

- Summarize the ideal layout of the rooms in your house

Module 8 – Feng Shui in the Office Environment.

- Describe the ideal office layout



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