

# THE FORWARD FOUNDATION

Counseling | Coaching | Equipping

Welcome to the course! We're very excited to begin this journey with you, and to support you as you develop into an experienced LifeCare Coach!

## Two Training Tracks

There is one track for students who would like to earn a skills certificate, and one track for students who would like to earn a professional coaching credential as a LifeCare Coach through the Association for Coaching (AC), an internationally recognized coach accrediting organization.

Coaches who would like to earn the *LifeCare Skills Certificate* must complete:

- 36 hours of training and coaching practice over 4 ½ days
- 20 hours of self-study

Coaches who would like to earn the *Foundations or Coach Accreditation* from the Forward Foundation and AC must complete:

- 60 hours of training and coaching practice over 7 ½ days.
- 40 hours of self-study
- 20 hours of coaching post-course (1:4 hr ratio of supervision to coaching)

## Materials for Skills Certificate track

- LifeCare Workbook
- LifeCare Self-Guided Study

## Additional materials for Accredited Coach track

- Cognitive-Behavioural Coaching by Neenan\*\*
- Motivational Interviewing 3<sup>rd</sup> Edition by Miller and Rollnick\*\*

\*\*These are widely available and can be purchased online.

## Pre-course assignments for Skills Certificate track

**Read and Journal:** (Plan for about 20 hours of pre-course work)

- *The LifeCare Self-Guided Study* and complete all journaling exercises
- Read *The LifeCare Training Manual*
- Read LifeCare Coaching Contract and intake documents
- Read Global Code of Ethics for Coaching

## Additional pre-course assignments for Accredited Coach track

**Read:** (Plan for 20 hours of reading)

- *Motivational Interviewing, 3<sup>rd</sup> editions* by Miller and Rollnick
- *Cognitive-Behavioral Coaching* by Neenan

**Write:**

1. Select one point of ethical practice from the Global Code of Ethics and client contract and explain its importance in 250 words or less. **Submit for instructor feedback.**
2. Submit an email to the instructor confirming that you have completed all reading and journaling work (in the LifeCare self-guided study) prior to the first day of class.

Electronic submission of pre-course work and confirmation of reading and journaling may be sent to [Equip@ForwardCCE.com](mailto:Equip@ForwardCCE.com).

## Course Dates and Times

**Skills Certificate:** Days 1 – 4½ .

**AC Accreditation:** Days 1-7½.

- **Days 1-4:** 9am-6pm with a 1-hour break for lunch and a 15-minute morning and afternoon break.
- **Day 4½:** 1-5pm with one 15-minute break.

## LIFECARE COACH TRAINING SYLLABUS – THE FORWARD FOUNDATION

- **Days 5-7:** 9am-6pm with a 1-hour break for lunch and a 15-minute morning and afternoon break.

### Absence policy

All sessions are mandatory as your absence will affect your small group dynamic. If you miss a session, others in your small group will not have as rich an experience.

Still, sometimes students need to miss due to illness or something unforeseen. If this happens please let the course instructor know and we can attempt to make arrangements for you to get the teaching content. Small group time can be made up if your triad is available to meet outside class time.

Students on the accredited track **must** find a way to make up missed course and triad time, as these are required by the AC for accreditation.

### Schedule

The schedule below provides a basic idea of how the days will be structured, but is subject to change based on the needs of the class.

#### Day 1

09:00-09:15	Announcements, Prayer and Worship
09:15-11:00	Introductions Review Global Code of Ethics Review Sample Contract Limits of Confidentiality Core Conditions Inductive discipleship Prayer for personal goals Explain Triads * Break 10:45-11:00
11:00-12:20	LifeCare Exercise #1 (first two clients)
12:20-1:20	Lunch
1:20-2:00	LifeCare Exercise #1 (third client)

## LIFECARE COACH TRAINING SYLLABUS – THE FORWARD FOUNDATION

2:00-3:00	PROPER IV
3:00-3:15	Break
3:15-3:30	Coaching Example of Core Conditions and PROPER IV
3:30-5:30	LifeCare Triad #2
5:30-5:45	Debrief
5:45-6:00	Discussion

### Day 2

09:00-09:15	Announcements, Prayer and Worship
09:15-10:15	Motivation and Process of change
10:15-11:35	LifeCare Exercise #3 (first two clients)
11:35-12:35	Lunch
12:35-1:15	LifeCare Exercise #3 (third client)
1:15-2:00	Personal History Journal
2:00-2:15	Coaching example of PHJ
2:15-4:15	LifeCare Exercise #4
4:15-4:30	Debrief
4:30-5:00	Letter exercise
5:00-6:00	LifeCare Exercise #5

### For Accreditation students ONLY; Prior to the next 2 days of training:

- Review the LifeCare Training Manual, pages 1-96, to consolidate learning.
- Think about a change process in that you have gone through in your life and map it onto the 6-part change process described in Chapter 6 of the Training Manual. Use no more than one page. Include any personal reflections you have on the process of change. Submit to [Equip@ForwardCCE.com](mailto:Equip@ForwardCCE.com) prior to Day 3 of training.

## Day 3

09:00-09:15	Announcements, Prayer and Worship
09:15-10:15	Thoughts/Warfare
10:15-10:30	Break
10:30-12:30	LifeCare Exercise #6 Taking Thoughts Captive
12:30-1:30	Lunch
1:30-2:30	Worldview/Foundation/FTAP
2:30-4:30	LifeCare Exercise #7: Modifying Thoughts
4:30-4:45	Break
4:45-5:15	Review FTAP, Q&A, Close
5:15-6:00	Interpersonal Relationships

## Day 4

09:00-09:15	Announcements, Prayer and Worship
09:15-11:45	LifeCare Exercise #8 – Forgiveness, Amends, Reconciliation
11:45-12:00	Debrief
12:00-1:00	Lunch
1:00-1:15	Problem Solving
1:15-2:45	LifeCare Exercise #9- Problem Solving
2:45-3:00	Debrief
3:00-3:15	Break
3:15-3:45	Act Against
3:45-5:45	LifeCare Exercise #10 – Act Against
5:45-6:00	Debrief

Day 4.5

1:00-1:30	Communication Strategies
1:30-2:30	LifeCare Exercise #11- Communications Strategies
2:45-3:00	Debrief
3:00-3:15	Break
3:15-4:30	LifeCare Exercise #12: Abundant Life
4:30-4:45	Debrief
4:45-5:15	Goal setting and overwhelming emotions
5:15-5:45	LifeCare Exercise #15
5:45-6:00	Debrief and Close

**End of Skills Certificate Course**

Congratulations! You’ve completed the LifeCare Skills Certificate course. We trust you’ll put your skills to good use as you coach and care for friends, family members, and colleagues.

If you enjoyed the LifeCare Skills Certificate course, and wish to develop further by becoming an internationally accredited Coach, please let your instructor know and check [www.forwardcce.com](http://www.forwardcce.com) for future training dates.

Basic Accredited Coaches are able to lead a team Skills Certificate level Coaches.

Advanced Accredited Coaches are able to both lead *and* train new Skills Certificate level Coaches.

If you decide to earn accreditation sometime over the next 12 months, you will not need to repeat Days 1-4½ of the course. Simply contact us to register for Advanced LifeCare training, catch up on the required reading and writing, and then join us for days 5-7 on the next available course.

## LifeCare Coach Training for Accreditation

### Day 5

9:00-9:20	Welcome, Worship and Intro
9:20-10:00	Coaching Example with Volunteer
10:00-10:15	Debrief
10:15-10:30	Break
10:30-12:10	Session 1: Triads – first 2 clients (40 min. session; 10-minute feedback and notes)
12:10-1:10	Lunch
1:10-1:15	Intro
1:15-2:00	Session 1 (Cont.) Triads – third client (40 min. session; 10-minute feedback and notes)
2:00-2:15	Debrief
2:15-2:30	View Dan Pink Intrinsic vs Extrinsic motivation video
2:30-3:00	Motivational Interviewing Discussion and Quiz
3:00-3:15	Break
3:15-5:45	Session 2 Triads (40 min. session; 10-minute feedback and notes)
5:45-6:00	Debrief

### Day 6

9:00-9:15	Welcome and Intro
9:15-11:45	Session 3 Triads (40 min. session; 10-minute feedback and notes)
11:45-12:00	Debrief
12:00-1:00	Lunch
1:00-1:40	Coaching Example with Volunteer - FTAP
1:40-2:00	Debrief
2:00-4:30	Session 4: Triads (40 min. session; 10-minute feedback and notes)
4:30-4:45	Break
4:45-5:00	Debrief
5:00-5:15	Fundamental Attribution Error Video
5:15-6:00	Discussion. MI and CBC Quiz

### Day 7

9:00-9:20	Welcome and Intro
9:20-10:00	Coaching Example with Volunteer – Interpersonal Relationships
10:00-10:15	Debrief
10:15-10:30	Break
10:30-12:00	Session 5: Triads – first 2 clients
12:00-1:00	Lunch
1:00-1:50	Session 5 Triads (Cont.) – 3rd client
1:50-2:10	Debrief
2:10-2:30	Robichaux video
3:00-3:15	Discussion. Process of Change and PROPER IV Quiz
3:15-3:30	Break
3:30-5:30	Session 6 Triads
5:30-5:45	Session 6 Debrief
5:45-6:00	Close

## **Congratulations!**

You've completed the Accredited LifeCare Coaching Course! This comes with a **complementary** 1-year student membership to the Association for Coaching.

Your next step is to decide which level of accreditation which you would like to pursue. For a detailed description of accreditation options and requirements, please visit [www.associationforcoaching.com](http://www.associationforcoaching.com). Consult the 'Foundations' and 'Coach' requirements in the 'Accreditation Overview', as well as the coach accreditation applicant guide and application.

If you get stuck, you can contact The Forward Foundation. Or, as a student member you can contact the AC directly via email, or jump on a support call with one of their accreditation specialists who can answer any questions you might have. Either way, please know we're thrilled to walk alongside you as you use your gifting and faith to make a positive impact on the world as an Accredited LifeCareCoach!

*"Praise be to the God and Father of our Lord Jesus Christ,  
the Father of compassion and the God of all comfort, who  
comforts us in all our troubles, so that we can comfort those  
in any trouble with the comfort we ourselves receive from  
God."*

**- 2 Corinthians 1:3-4**

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