

# 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!

This training track is 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 accreditation must complete:

- 60 hours of training and coaching practice over 7 ½ days.
- 40 hours of self-study
- 20 hours of coaching post-course
- 2 Supervision sessions post-course

### Course Materials

- LifeCare Workbook
- LifeCare Self-Guided Study
- 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 in both print and electronic formats.

### These are your pre-course assignments.

**NOTE:** Prioritize reading in the following order to “front-load” yourself with information and get the most out of the course. If you don't get it all done before the course that is ok! You can catch up before the second weekend!

- Read the *LifeCare Self-Guided Study* and complete all journaling exercises

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- Read *The LifeCare Training Manual, including documents in the appendix*
- *Motivational Interviewing, 3<sup>rd</sup> editions* by Miller and Rollnick
- *Cognitive-Behavioral Coaching* by Neenan

### **Pre-course writing assignment.**

**NOTE:** Again, do as much as you can prior to the course in order to get the most out of it. However, if you can't complete everything before the course begins don't worry! You can get caught up later.

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 (or when finished).

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.

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- 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.

### 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 Working Inductively with clients Prayer for personal goals Triad structure explained
10:45-11:00	Break
11:00-12:20	LifeCare Exercise #1 (first two clients)
12:20-1:20	Lunch
1:20-2:00	LifeCare Exercise #1 (third client)

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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

### 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.

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### Day 3

09:00-09:15	Announcements, Prayer and Worship
09:15-10:15	Thoughts/Spiritual Warfare Re-defined
10:15-10:30	Break
10:30-12:30	LifeCare Exercise #6 CBC
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

**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. Details on how to claim your membership will be sent to you via email.

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’, ‘Coach’ or ‘Professional 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 LifeCare Coach!

*“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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