

COACH TRAINING CENTRE COURSE GUIDE



ACCREDITED ONLINE TRAINING

Studying with the Coach Training Centre allows you to fit learning around work and family commitments. Whether you're keen to pursue a new career or wish to develop additional workplace skills, we have a course to suit your needs.

TRAIN AS A COACH

Our courses will give you the skills and knowledge you need to work professionally as a coach.

Our training is nationally accredited, giving you the reassurance you need about course quality and the level of support and tuition provided. Once you complete your course, you'll be well-prepared to launch your own coaching practice.

If you already work as a coach, you can use our courses to develop additional skills and services to offer your clients.



Online tutor support is available between 9am and 9pm every day, including weekends, so that you can get the support you need as soon as you need it. No waiting for an email reply or grappling with a call centre!



ADVANCED DIPLOMA IN LIFE COACHING

A comprehensive 12 module course designed to give you the in-depth knowledge and skills you need to work as a professional Life Coach. Accredited training with expert tutors.

Also, suitable for practicing coaches who would like to further develop their qualifications.

- Accredited training with one-to-one tutor support.
- Study at home in your own time.
- FREE life-time listing on Lifecoach-uk.com on successful completion of the course.
- Use the letters Adv. Dip, Coach after your name.

A life coach works with individuals to help them reassess their current lifestyle and make changes, identify life goals, and move towards greater fulfilment at work and in their personal life. Coaches may also work with groups and organisations.

There are no set class times, so you can fit study into your life in a way that suits you. You'll benefit from one-to-one support from an expert personal tutor who you can contact by email or instant chat at any time.

Study topics include: building an effective coach-client relationship, identifying problems and strengths, motivating clients, understanding the past, goal-setting, changing belief systems, achieving life change, supporting the client, running your own life coaching business, lessons from high achievers. The course involves approximately 240 hours of study. Students have up to 12 months to complete this course, allowing them to work through the modules at their own pace.

See our website for a full course outline.

“I've just finished the Life Coaching Advanced Diploma course and would like to say thanks to all the team - I've really enjoyed the course and found it incredibly useful. Although I've offered coaching as part of my work role for a number of years, the course gave me a fresh perspective and really helped me to bring all of my experience and knowledge together. The advice on setting up a Life Coaching business was also invaluable. My tutor has been a great source of advice throughout the course and we're still in touch regularly as I set up my new coaching business. I can't recommend the course highly enough. It's incredible value for money.”

Jude Holloway



LEVEL 3 LIFE COACHING

This is a comprehensive 6 module online course for people wishing to work professionally as life coaches. It also explores the skills required to run a successful Life Coach practice, from setting up business to working with clients.

A life coach works with individuals to help them reassess their current lifestyle and make changes, identify life goals, and in their personal life. Coaches may also work with groups and organisations.

Study topics include: building an effective coach-client relationship, identifying problems and strengths, motivating clients, understanding the past, goal-setting, changing belief systems, achieving life change, supporting the client, running

your own life coaching business, and lessons from high achievers.

The course involves approximately 96 hours of study, which equates to approx. 8 hours per week over the 12 weeks of the course. (Please note that you can take up to 12 months to complete the course if you prefer to work more slowly.)

“This is a detailed course, with lots of practical activities and loads of techniques and strategies to use in coaching work. By the end of the course I felt well-equipped to begin working with clients, and I still refer to the course notes quite frequently in my day-to-day work.”

~ Carol Milton

LEVEL 3 COACHING COURSES

EXECUTIVE COACHING

This is a comprehensive 6 module online course for students wishing to work professionally as executive or corporate coaches. It also explores the skills required to run a successful Coaching practice, from setting up business to working with clients.

Study topics include: the role of an executive coach; core coaching skills; coaching models; leadership styles and development; career coaching; CBT and coaching; NLP in coaching; stress management and career performance; online executive coaching; running a coaching practice - practice structure, marketing your practice, finding clients, continuing development.

BUSINESS COACHING

This online course is for people wishing to work professionally as business coaches, or to use business coaching skills within their professional role.

It also explores the skills required to run a successful Business Coaching practice,

from setting up business to working with clients.

Study topics include: building an effective coach-client relationship, understanding business stage, turning around a failing business, identifying problems and strengths, motivating clients, goal-setting, changing belief systems, achieving organisational change, supporting the client, group work, developing leadership and teamwork skills, running your own business coaching business, lessons from high achievers.

“Very useful course with good student support. - the online support service is especially useful. I'm in the process of starting my own part-time coaching business and the course has been an invaluable part of that. Very worthwhile investment!”

~ Pete Davis





LEVEL 3 COACHING COURSES

RELATIONSHIP COACHING

This is a comprehensive 6 module online course for people wishing to work professionally as relationship coaches, or to use coaching skills in their work with couples. It also explores the skills required to run a successful Coaching practice, from setting up business to working with clients.

Study topics include: building an effective coach-client relationship; working with couples and singles; working with same-sex couples; unique dynamics of relationship coaching; understanding couples and attachment; loss, co-dependence, divorce and separation; parenting issues; managing conflict; violence and abuse; supporting couples under stress; managing trauma; goal-setting for couples; family dynamics and working with families.

DIVORCE COACHING

Divorce coaching offers a non-judgmental, supportive environment in which clients can: overcome the overwhelm of divorce; be better prepared for wherever they are in their divorce; access professional support pre, during, or post-divorce; develop clearer thinking about decisions; and learn how to move forward into their future.

Study topics include: building an effective coach-client relationship; acknowledging and managing emotions; understanding grief; exploring adult attachment and the process of breaking bonds; forgiveness and letting go; core coaching skills; managing conflict; violence and abuse; supporting clients under stress; managing trauma; creating a new future; goal-setting and motivation; developing new relationships; blended families; running a coaching practice - marketing, business models, recording keeping.

LEVEL 3 COACHING COURSES

STRESS MANAGEMENT COACHING

This is a comprehensive 6 module online course for students wishing to work professionally as a stress management coach. It also explores the skills required to run a successful Stress Management practice, from setting up business to working with clients.

Study topics include: stress and the mind-body connection; identifying stress; coaching and stress management; coaching models; NLP principles; mindfulness; stress management in the workplace; time management; principles of CBT; change and crisis management; understanding loss and grief; online coaching; running a coaching practice.



MENTORING SKILLS FOR THE WORKPLACE

This is a comprehensive 6 module online course for students wishing to develop mentoring skills for the workplace.

Study topics include: exploring the mentor's role; key skills; the mentoring relationship; mentoring within the

organisation; developing a mentoring programme; devising an individual plan of action; attitude, understanding and motivation; influencing others; negotiation and leadership skills; time management; NLP techniques; problem-solving; working with difficult and challenging mentees.



OUR COURSES INCLUDE:

- study material prepared by coaching experts to build your knowledge quickly, and designed to be engaging and easy to follow;
- expert tutor support for the duration of your course;
- online access to your support team 7 days week, between 9 am and 9pm UK time.

Our courses are supplied in a pdf format and delivered directly to your email inbox.

NLP PRACTITIONER DIPLOMA

DEVELOP AN EXPERT UNDERSTANDING OF NLP PRINCIPLES.

Accredited online training with one-to-one tutor support.

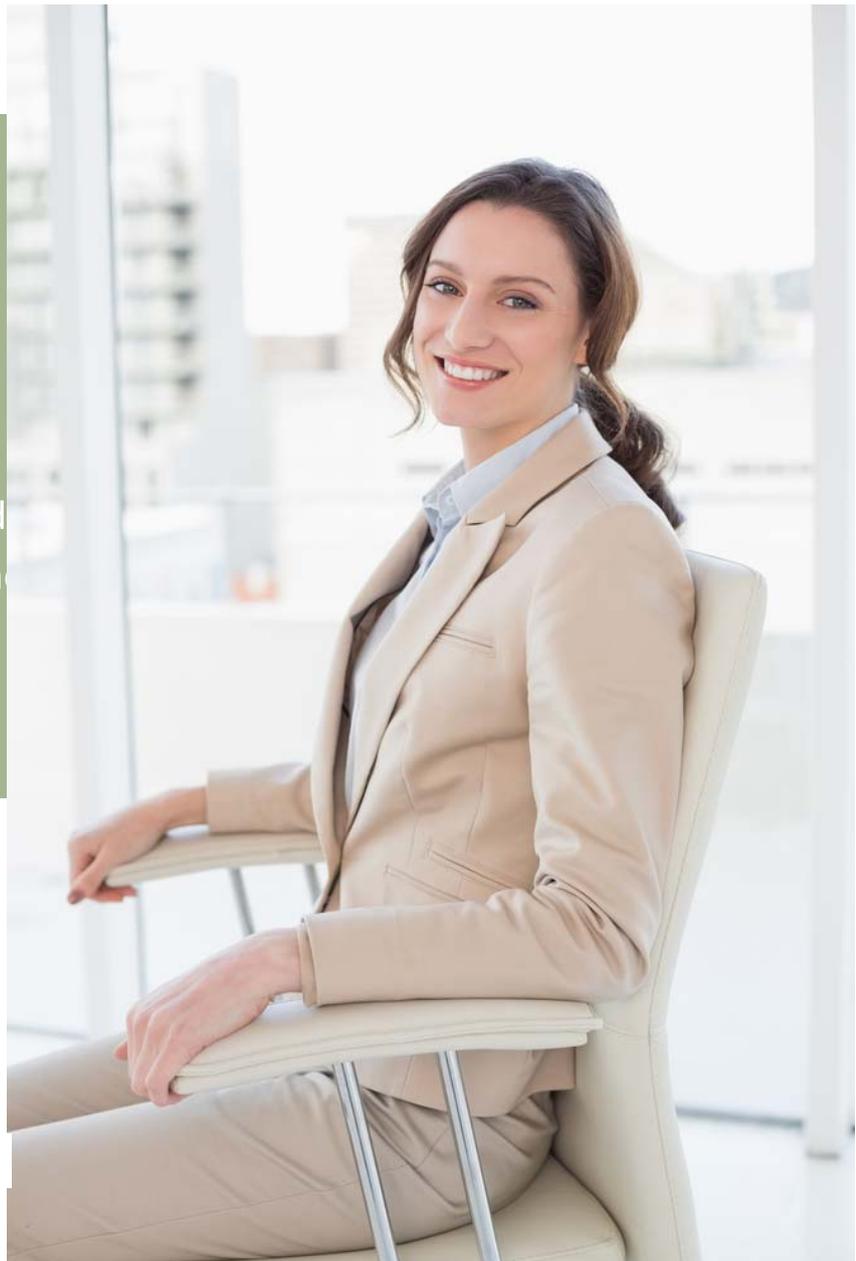
- Learn how to use NLP principles and apply them to a range of professional situations.
- Learn how to apply advanced NLP skills and techniques.
- Develop key client skills.
- Study at home in your own time.

Study topics include: introduction to NLP, underlying theory and philosophy; the NLP model; non-verbal communication and rapport; pacing and leading; NLP and language; effective communication; creating change; NLP strategies; strategies for success; NLP and motivation; representational systems; Milton language patterns; metaphor as a tool of communication; exploring perceptual positions; frames and reframing; perspectives on time; NLP and behaviour change; working with clients; NLP in sales, education and business.

“This is a comprehensive course that builds knowledge in a logical way and provides plenty of practical activities that help you to put theory into practice. Covers core client skills well too. The tutorial team are very knowledgeable and always happy to offer advice and take time to explain more complex ideas.”

~ Scott Jackson

Advanced 8 module course with a strong practical focus - approximately 60 hours of study.





MINDFULNESS DIPLOMA

This course has been prepared for therapists, psychologists, coaches and others wishing to teach mindfulness to their clients.

Our tutors are all professional therapists with extensive experience in supporting clients in developing mindfulness.

- Teach mindfulness skills effectively to clients.
- Learn how to support clients as they learn how to manage stress, anxiety and anger in day-to-day.

Study topics include: the psychology of mindfulness; defining mindfulness; history and theory; teaching mindfulness; core client skills; mindfulness and stress management; awareness and meditation; journaling; physical mindfulness; relaxation exercises; breathing activities;

client life assessment; teaching conflict management; introducing mindfulness in the workplace; intuition and mindfulness; creative approaches; mindfulness and key client issues; managing mood; working with young clients; mindfulness in education; supporting clients at a distance; developing an online mindfulness program.

“As a psychologist, I've found the course an extremely useful addition to the range of tools I'm able to offer clients.

Mindfulness techniques are easy to teach and easy for clients to apply in a wide range of everyday situations. They are not relevant to all clients, but for those who do suit them, they can be more effective than most other approaches.

~ Fiona Davies

HOW OUR COURSES WORK

With online learning, you can begin studying within hours!

Online learning means that we deliver the course material to your in-box and you can then save it to your computer or print it off for reading at your leisure. You do not need to be online to work through your course material.

Our courses allow you to study in your own time and at your own pace, from anywhere in the world. You have one-to-one access to an expert personal tutor throughout the course.

STUDYING YOUR COURSE

You work through course materials written by expert coaches and send your assignments to a qualified personal tutor for detailed feedback. You can also contact your tutor at any stage if you need additional help or advice.

Each course has been designed to be easy to follow and includes a set number of assignments. The course materials give full guidance on how to prepare and complete each one.

HOW MUCH TIME WILL I NEED?

This will depend partly on the course you choose, but it also depends on how much time you can spend on your studies. The

advantage of our courses is that you can work at your own pace.

WHAT IS INCLUDED IN THE COURSE FEE?

The course fee includes everything you need to complete your course: full study material, supplementary reading, and full tutorial support.



HOW MUCH SUPPORT IS INCLUDED?

When you become a student, you're assigned an expert personal tutor who you can contact at any time by email and who will work with you throughout your course. A member of our team is also available by instant chat between 9 am and 9 pm, 7 days a week, to answer any questions you might have at time to suit you.

HOW DO I ENROL?

Getting started on a Coach Training Centre course is simple.

You can enrol on-line, using the Paypal or Worldpay buttons on each course page. This allows you to enrol securely using a credit or debit card or your Paypal account if you have one. If you prefer, you can enrol or by standing order. (Just let us know and we'll send you an enrolment form that you can send in by post.)

Your course materials will arrive in your inbox within 2 hours of your enrolment. You will also receive contact details for your personal tutor, so you can get started on your course and your first study module straight away.

ACCREDITATION

We're part of Borders Connect and our training is accredited by the ODLQC. Our courses are also accredited by the ACCPH.

We're a registered provider with the Online Learning Council and an organisational member of the Association for Coaching.

Any Questions?

Visit our website at www.coach-training.org and click on the chat button in the bottom right of the screen. One of our advisers will be happy to answer any questions you may have.

