



A TURNING POINT
FOR WOMEN



**Urban Circle Training Centre Inc.
in Partnership with YWCA- Toronto
will be offering the**

***LIFE SKILLS COACH TRAINING
CERTIFICATE
COURSE - PHASE 1***

Date: October 6 – 10, 2014

Time: 9:00am – 5:00pm

Location: 519 Selkirk Avenue

Cost: \$975.00

**To secure one of the 15 seats please contact Sharon at
sslater@urbancircle-inc.com**

or

(204) 589-4433 Ext. 228

Life Skills Coach Certificate© Phase 1 Training Course Outline

Session 1 – Getting Started: Bringing People Together

- Recognize and identify learning expectations and compare them to objectives of this program
- Contribute to the development of group guidelines and team planning
- Interact with group members to contribute to the formation of a Life Skills group

Session 2 - Learning Styles and Lesson Design

- Describe their preferred learning style and appreciate the needs of other learning styles
- Discuss the impact of their learning style on their coaching style
- Recognize the connection between the Life Skills lesson model and learning styles
- Describe the experiential learning cycle and connect it to the Life Skills lesson plan
- Describe the Life Skills lesson model in simple terms

Session 3 - Feedback and Self-Disclosure

- Appreciate the importance of feedback and self-disclosure in Life Skills coaching
- Recommend guidelines for self-disclosure and feedback in this group
- Practice giving and receiving positive and constructive feedback
- Assess personal feedback skills and identify areas for growth

Session 4 - Stages of Group Development

- Assess the 5 stages of group development
- Identify the related behaviours and needs of the 5 stages
- Respond to the developmental stages of the group by implementing appropriate techniques
- Select activities, behaviours and techniques that support the development of a Life Skills Group

Sessions 5 – 9 - Student Lesson / Delivery

- Recognize the value of each Life Skills lesson and use them in combination
- Collaborate with colleagues to develop and write a Life Skills lesson
- Demonstrate their coaching and facilitation skills
- Evaluate their own coaching and facilitation skills by naming their strengths and development areas
- Practice self-disclosure while providing colleagues with feedback in a variety of areas
- Suggest ways to revise or adapt lesson material based on the learning needs of specific client groups

Session 10 - Closure

- Compare their 'goodbye style' and its impact on groups
- Review and evaluate the program
- Identify what they have learned and what needs further development
- Determine further learning and coaching goals to enhance professional development as Life Skills coaches

Earning the Certificate

Participants must complete the following requirements to be awarded a certificate:

- **Design of an original lesson plan using the NewStart lesson plan template**
- **Delivery of an original lesson plan to the group**
- **Give and receive feedback on participants' lessons**
- **Full attendance or completion of work assignments for a missed class (missing more than two classes requires participants to retake the program)**



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REGISTRATION INFORMATION

Registrant Information

| | |
|--|--|
| Title: | <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. |
| First Name: | |
| Last Name: | |
| Preferred First Name for Nametag: | |
| Street Address: | |
| Suite/Apt: | |
| City: | |
| Province/State: | |
| Postal/Zip Code: | |
| Phone: | |
| Email: | |

*Course confirmation will be e-mailed unless otherwise requested

Organization/Employer Information

| | |
|---|--|
| Organization Name: | |
| Street Address: | |
| Suite/Apt: | |
| City: | |
| Province/State: | |
| Postal/Zip Code: | |
| Phone: | |
| Email: | |
| Website: | |
| Nature of business/Sector: | |
| Your job function: | |
| Is your employer sponsoring this training? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| If yes, supervisor's name: | |
| Supervisor's position: | |

How did you hear about the Urban Circle Training Centre/YWCA Life Skills Coach Training?

METHOD OF PAYMENT

Cheque (please include completed printed registration)

__ **Please make cheque payable to:** Urban Circle Training Centre Inc.

Purchase Order / Credit Card: To be made with **YWCA in Toronto**

__ **Your purchase Order number:**

Tax Receipts

All program fees over \$105.00 are tax deductible. A receipt will be issued at the registrant's request.

Cancellation and Refunds

- ❖ **There is a \$80.00 administrative fee for cancelling up to 2 weeks (10 working days) prior to the start date of your program.**
- ❖ **There is a charge of 25% of full course fee for cancelling less than 10 days prior to the start date of the event.**
- ❖ **There are no refunds for cancellation on, or after, the start date of your program.**
- ❖ **In the unlikely event that we cancel a course or workshop you will be notified 10 days prior to the start date.**

FOR LIFE SKILLS COACHES TRAINING APPLICANTS

Course requirements for Life Skills Coaches Training, Phase 1 and Phase 2

- ❖ **100 % full attendance**
- ❖ **Completion of a course assignment**
- ❖ **Some time is given during the program to work on this assignment; however you may need to spend some of your own time for this. Please adjust you schedule to allow for this possibility.**