



Welcome to ILCT's CGV Trainers class: Using the Coach Approach in the Non Profit Sector Course. We are so pleased that you have chosen to join us on your journey to become a professional life coach. The following provides some guidelines and hints to make your learning experience enjoyable and rich.

Before Your First Class

You will need to purchase the CGV Trainers Course Materials. If you did not purchase these materials during the ordering process, please do so as soon as possible, as your registration is not complete until you do so. If you need to purchase materials, you can do that here: [Class Materials](#)

Before the course begins, the course materials will be available on your Student Library page. If you already have a Student Library page set up, please access it to find them. If you do not already have a Student Library page set up, you will receive an email from Amy Jones amy@lifecoachtraining.com with instructions for accessing your page. You can also contact Amy if you have any problems with the Student Library.

You will receive a roster, providing the names and contact information of your instructors, fellow students, as well as the call-in information and access code for your class three days before the class begins. Please save this file, sent to you from kelly@lifecoachtraining.com so you will have that information.

If you have not received the above items two days before the class begins, please contact Amy or Kelly directly.

Helpful Hints

First and foremost, enjoy yourself! Each class will provide an excellent adult learning environment in which your instructor, the curriculum, and the participant interaction will come together to enhance each of your learning experiences. These suggestions have been found to enrich everyone's experience:

- Dedicating consistent, quality time to the pre- and post-lesson work as well as your required Peer Group meetings will allow you to get the most out of this course. By doing so, you're sure to learn a lot about life coaching – and yourself as well.
- Come to class prepared, having done the reading and fieldwork, and be willing to share your questions and comments.
- Make your points succinctly, share a quick story, ask a question simply, being sensitive to everyone's need to participate.
- Share whenever appropriate. What you're learning and your experience can benefit others in the class and is a great way to gain competence and confidence as a coach.
- Enjoy the interaction among your fellow participants, while respecting the established Privacy and Confidentiality Guidelines (See Policies and Procedures)
http://www.lifecoachtraining.com/downloads/ilct_policies_and_procedures.pdf



How the ILCT Teleclasses Work

- You may use a land line, cell phone, or Skype to call into the class; however, if the method creates interference, you will be asked to place yourself on mute or hang up and dial back into the call.
- At class time, dial the phone number provided to you on the class roster.
You will then enter the Access Code, followed by the # key to join your class.
- We encourage you to set aside the time for this class. You are expected to be there for the entire scheduled time. While we know there may be times when you cannot avoid calling in when you're in a noisy area, are on the road, or have to leave or arrive a minute or two late, we ask that you minimize these as they distract not only from your learning experience, but may also impact the group experience as well.
- Learn the mute function on your phone for those (hopefully rare) instances. On many phones, to put yourself on Mute, you just need to hit *6, but don't do so before you let your instructor know that you are there. When you want to speak, just press *6 again.
- If you are late joining the call and the group is involved in a discussion, wait until there is a natural pause in the conversation or a question is posed that you would like to respond to. Then announce yourself before offering your comments. http://www.lifecoachtraining.com/downloads/ilct_policies_and_procedures.pdf

Attendance and completion of all assignments are required to receive credit for this course. You may miss no more than 2 class sessions. Should you experience a severe difficulty causing you to miss more than the 2 classes, please contact both your faculty member and the Dean of Students immediately so we can work with you to work with you on best alternatives.

Congratulations on beginning your professional coaching journey! Enjoy your learning experience and if you have any questions or concerns, please don't hesitate to contact us.

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