



Welcome to ILCT's Introduction to Career Coaching 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 following books before class:

- [The Job-Loss Recovery Program Guide: The Ultimate Visualization System for Landing a Great Job Now](#) by Lynn Joseph
- [Job Search Magic: Insider Secrets from America's Career and Life Coach](#) by Susan Britton Whitcomb

Before the course begins, any available course materials will be listed 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](#) 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 Adams](#) 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.

How the ILCT Teleclasses Work

- A few minutes before the scheduled 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. Please announce yourself so your instructor knows you are there.
- You may use a land line, cell phone, or computer (VoIP) to call into the class; however, if the method creates interference, you will be asked to place yourself on mute or disconnect and dial back into the call. For more information on connecting with your class, [click here](#).
- 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. You can also mute your own line on through the conference line system. To do that, you will press *6 to mute your line and *6 again to speak. Whatever method you choose, don't mute yourself before you let your instructor know that you are there.
- 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.
- Enjoy the interaction among your fellow participants, while respecting the established [Privacy and Confidentiality Policy](#) as described on page 3 of the ILCT Policies and Procedures.

Guidelines (See [ILCT Policies and Procedures](#))

Helpful Hints

First and foremost, enjoy yourself! Each class provides an excellent adult learning environment in which your instructor, the curriculum, and the participant interaction will come together to enhance your learning experience. 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.
- This is an interactive class, and you are strongly encouraged to be involved in discussions and share whenever appropriate. What you're learning, the questions you may have, and your experience can benefit others in the class and make the learning a richer experience. At the same time, make your points succinctly, share a quick story, ask a question simply, being sensitive to everyone's need to participate.

To Receive Course Credit

Attendance, participation, and completion of all assignments are required to receive credit for this course. You may miss no more than 2 class sessions. You can read more about the attendance policy on Page 6 of the [Student Policies and Procedures](#).

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 on exploring alternatives.

Enjoy your learning experience and if you have any questions or concerns, please don't hesitate to contact us.

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