THE INSTITUTE FOR LIFE COACH TRAINING

Welcome to ILCT's **Executive 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 to make your learning experience enjoyable and rich.

BEFORE YOUR FIRST CLASS

All of your course documents will be accessible through your student library page.

Student Library:

- If this is your first class with ILCT, your student portal was established when you registered, and you should have been prompted to create a password. To access your library any time, visit this link or click the blue button in the upper right hand corner of our website. If you have not set your password, or forgot it, reset it here.
- This library page will be an important part of your training, providing you with the materials you will need for this course. You should test your log in and verify that you have access to your materials in advance of the first day of class. You may want to bookmark the webpage.
- If you have an existing library page, the materials for this course will be placed in your library several days before class begins.
- If you have any problems with your library page, please contact Amy Jones (amy@lifecoachtraining.com).

Course Roster:

- A few days before the class begins, you will receive a Course Roster, providing the names, and contact information of your instructor and fellow students, as well as information on how to access your class. Please save this email, sent to you from Kelly Adams (kelly@lifecoachtraining.com) so you will have that information readily available.
- If you have not received the above items two days before the class begins, please contact Kelly directly (kelly@lifecoachtraining.com).

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HOW THE ILCT CLASSES WORK

- Please plan to join your class a few minutes before the scheduled class time using the information provided to you on the Class Roster. Please announce yourself so your instructor knows you are there.
    - **Zoom platform:** The information on how to join the class will be included on your Class Roster so you can connect via computer or just call in. You are not required to appear on video if you would prefer not.
    - **Teleconference:** You may use a land line, cell phone, or computer (VoIP) to call into the class and may need to enter the Access code provided on your Class Roster. Be aware, if the connection creates interference, you will be asked to place yourself on mute or disconnect and dial back into the call.
- 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 joining the class 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 and computer for those (hopefully rare) instances when the background noise could disrupt the class. Do not mute yourself before you let your instructor know that you are there.
- If you are late joining 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 guidelines established in Sections A and D in ILCT's 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.
- Students may bring cases or situations that they want to explore and learn from. However, it is important that the anonymity of any person is maintained. Don't use actual names or other identifying information. It is imperative to maintain the confidentiality and any situations/cases explored in class; in other words, what happens in class, stays in class.
- We want you to feel safe and enjoy your classes. If there's an exercise you're not comfortable sharing, please let the instructor know.
- If you have concerns related to the class, please reach out to your instructor or Ellen Ritter, Dean of Students (ellen@lifecoachtraining.com) sooner rather than later so we can work to address it.

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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 hours. You can read more about the attendance policy in the Student Policies and Procedures.

Should you experience a severe difficulty, causing you to miss more than 2 hours, please contact both your faculty member and the Dean of Students immediately so we can work with you on exploring alternatives.

At the end of your course, you will receive a course evaluation. The course evaluation will be sent to you within a week of the end of your course via email from exams@lifecoachtraining.com.

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

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