

## 2018 TeleClass Timetable (January to March)

Teleclass #	Teleclass 1	Teleclass 2	Teleclass 3	Teleclass 4 (Diploma only)	Teleclass 5 (Diploma only)	Teleclass 6 (Diploma only)	Teleclass 7
<b>Units covered</b>	LCF401A	LCC402A LCC403A	LCC404A LCC405A	LCN501A LCN502A LCS503A LCC504A	LCT505A	BSBMB302A BSBMB403A	LCD406A LCL506A LCB507A
<b>Title</b>	Introduction to life coaching	Facilitate change and communication skills	Cognitive and contemporary approaches	Apply therapeutic approaches to life coaching	Specialist life coaching tools	Small business proposal and marketing	Business planning and professional development
<b>January</b>	16	17	18	23	24	25	30
<b>February</b>	7	14	21	28	15	22	27
<b>March</b>	7	14	21	28	13	20	27

**Classes go for 2 hours from 7.30 – 9.30pm (Sydney time)**

Before you book into the TeleClass, you need to have the completed the pre-requisite units

You are able to attend the Teleclasses in any order and any time throughout your course as long as you have received a competent result in the relevant Units. **This means that you can continue on with your studies regardless of whether you have attended the previous unit's teleclass.**

### How do I make a booking request?

Simply send an email to [teleclass@lci.com.au](mailto:teleclass@lci.com.au) with TeleClass Booking in the Subject line. Within the email state your **Full Name**, **Student Number**, **Phone Number** and **Email address** along with the Date and Teleclass Number of the class you wish to attend. An Education Adviser will process your booking and respond with an email that contains a link to the resources you will need for the teleclasses. You will receive an automated registration link via email, one day before the Teleclass .

**PLEASE NOTE:** Students are required to book into a teleclasses a minimum of one week prior to that class. Teleclasses require a minimum number of students to run. If this minimum is not reached one week prior to the classes being held, the class will be cancelled and all students previously enrolled will be re-enrolled into the next available class.

Webinar FAQs can be found here, including compatibility requirements for attendees: <http://www.gotomeeting.com.au/webinar/webinar-support>

Once you have received confirmation of your booking please copy and paste the link below into your browser to access the teleclass handouts [https://drive.google.com/drive/folders/0B5Sp\\_qVttTHDeU5XU0o5bmJrTVk?usp=sharing](https://drive.google.com/drive/folders/0B5Sp_qVttTHDeU5XU0o5bmJrTVk?usp=sharing)

A day before the teleclass, you will receive an automated email (from GotoWebinar) that will include instructions on how to access the teleclass session via the internet and via the phone. If you have not received this email, please contact us IMMEDIATELY.

You will also receive email reminders 1 hour before the teleclass scheduled time.

To find the time difference between Sydney time and your location within Australia, please see this link <http://localtimes.info/Oceania/Australia/>

We use a third party software to run the teleclass, please see the link below for any technical questions you may have, as they have provided extensive resources in the form of 'how to' and videos. [http://support.citrixonline.com/webinar/all\\_files/G2W010003](http://support.citrixonline.com/webinar/all_files/G2W010003)

You can test your system compatibility, internet connection and audio settings ahead of time to ensure your session goes smoothly, or test your connection while in the session if you're experiencing technical difficulties. [http://support.citrixonline.com/en\\_US/meeting/all\\_files/G2M050001](http://support.citrixonline.com/en_US/meeting/all_files/G2M050001)

### What can I expect during a TeleClass?

TeleClasses are a compulsory and essential component of the learning process and aid the important transition from theory to application. During a TeleClass, you will participate in an interactive group coaching and teaching environment. TeleClasses are scheduled weekly and include discussion of concepts and their application in a coaching environment, demonstration of skills, and practice of skill application. All TeleClasses are facilitated by an Institute Master Coach.

These compulsory teleclasses for the Diploma course will contain a number of sections. One section will enable you to comment on the Workbook that you have gained competency in while another section will provide you with an opportunity to practice skills and the theory from this Workbook through being part of case studies or other similar activities.

The resources (you access via the link), contains information about these case studies/activities prior to the TeleClass. These case studies will include role plays, demonstrations and then constructive feedback from both the facilitator and participants. This will enable you to be more aware of how you can utilise these skills more appropriately in your own coaching practice.

### How do I prepare for a TeleClass?

Prior to a class you will need to be competent in the pre-requisite units. Note any questions you'd like to ask about the material in the units to gain clarification or further insights. If possible email them in to [tutor@lci.com.au](mailto:tutor@lci.com.au) prior to the class. You will also need to familiarise yourself with the material sent to you that will be used in that teleclass and also ensure that you have your completed unit(s) and Book of Readings available for reference if needed during the teleclass.

Teleclass Number	Teleclass Name	Units of Competency	Unit Name
1	Introduction to Life Coaching	LCF401A	Work within a structured coaching framework
2	Facilitate Change and Communication Skills	LCC402A LCC403A	Facilitate change through life coaching Apply communication processes in coaching
3	Cognitive and Contemporary Approaches	LCC404A LCC405A	Examine cognitive approaches to life coaching Examine contemporary approaches to life coaching
4	Apply Therapeutic Approaches to Life Coaching (Diploma only)	LCN501A LCN502A LCS503A LCC504A	Apply neuro-linguistic programming to life coaching Apply the narrative approach to life coaching Apply the solution focused approach to life coaching Apply the cognitive behavioural approach to life coaching
5	Specialist Life Coaching Tools (Diploma only)	LCT505A	Apply specialist life coaching tools of the trade
6	Small Business Proposal and Marketing (Diploma only)	BSBMB302A BSBMB403A	Develop a new micro business proposal Market the small business
7	Business Planning and professional development	LCD406A LCL506A LCB507A	Manage own professional coaching Manage legal and risk management requirements of a life coaching business Manage life coaching business planning and operations

### TeleClass Prerequisites

Before you can enrol in any TeleClass, you need to be competent in the unit(s) for that particular TeleClass as each TeleClass builds on the material presented in each of the units.