

| Teleclass #     | Teleclass 1                   | Teleclass 2                                | Teleclass 3                          | Teleclass 4                            | Teleclass 5                    | Teleclass 6                                    | Teleclass 7                                    |
|-----------------|-------------------------------|--|--------------------------------------|--|--------------------------------|--|--|
| <b>Title</b>    | Introduction to life coaching | Facilitate change and communication skills | Applying approaches to life coaching | Using an eclectic approach to coaching | Specialist life coaching tools | Business planning and professional development | Marketing and running a life coaching business |
| <b>January</b>  | 16                            | 23   | 31                                   |  | 24                             |  |  |
| <b>February</b> | 7                             | 13   | 21                                   | 6                                      | 14                             | 20   | 27   |
| <b>March</b>    | 6                             | 14   | 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 [tutor@lcia.com.au](mailto:tutor@lcia.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 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.

| Teleclass Number | Teleclass Name   | Units of Competency                               |   |
|------------------|--|---|---|
| 1                | Introduction to Life Coaching                                    | LCF401A   |   |
| 2                | Facilitate Change and Communication Skills                       | LCC402A<br>LCC403A                                |   |
| 3                | Applying approaches to life coaching                             | LCC404A<br>LCC405A                                |   |
| 4                | Use an eclectic approach to coaching<br>(Diploma only)           | LCN501A<br>LCN502A<br>LCS503A<br>LCC504A          |   |
| 5                | Specialist Life Coaching Tools<br>(Diploma only)                 | LCT505A   |   |
| 6                | Business Planning and professional development                   | <i>Diploma</i><br>BSBMB302A<br>LCD406A<br>LCL506A | <i>Certificate</i><br>LCA406A<br>BSBMB401A<br>BSBMB404A |
| 7                | Marketing and running a life coaching business<br>(Diploma only) | BSBMB403A<br><br>LCB507A                          |   |