



# Life Coaching Essentials

GLOBAL COURSEWARE

# Getting Started

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The goal of life coaching is to address personal goals, aspirations and relationships. The key is to discover which obstacles the client can overcome and which paths will lead them to their own success.

# Workshop Objectives



- Determine the purpose of life coaching
- Define benefits of life coaching
- Know the tools and techniques for life coaching
- Outline a life coaching session
- Know the different areas of life coaching

A silhouette of a man and a woman sitting on a grassy hill. The man is in the foreground, and the woman is behind him. They are both looking towards the left. The background is a light, clear sky. A white horizontal line is positioned above the quote.

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*A man's pride can be his downfall. He needs to learn when to turn to others for support and guidance.*

*Bear Grylls*

## MODULE TWO

# Why You Need a Life Coach

A life coach is designed to help improve a person's professional and personal life by working with them to achieve their goals.

# Difficulty Making Life Decisions

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Life coaching is about encouraging and empowering the client in their personal and professional life.



# Prioritizing Projects and Timelines

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When they cannot get these affairs in order, deadlines and timelines are often missed or projects are forgotten altogether.





# Urgent Situations

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Everyone will, at some point, come across some form of urgent or high-risk situation in their life.

# Lack of Balance

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It is important to have a healthy balance between our professional and personal lives – one should never overpower the other.



# Practical Illustration



- Difficulty Making Life Decisions
- Prioritizing Projects and Timelines
- Urgent Situations
- Lack of Balance

# Module Two: Review Questions

1. Life coaching is designed to make clients feel what?

A. Empowered

B. Stupid

C. Selfish

D. Lazy

# Module Two: Review Questions

2. What is one reason a person may need a life coach?

A. They have trouble making decisions

B. They have recently changed jobs

C. They have anxieties

D. All of the above

# Module Two: Review Questions

3. What can happen if a client does not prioritize their projects or duties?

A. They find they have more free time

B. They can miss deadlines

C. They get more work done

D. They have more energy

# Module Two: Review Questions

4. One benefit of prioritizing a client's projects and timelines is what?

A. They become bored easily

B. They can have their coworkers finish their duties

C. They are able to take on more work

D. They feel less overwhelmed

# Module Two: Review Questions

5. Urgent situations are also classified as what?

A. Panic attacks

B. Stress episodes

C. High risk situations

D. Meltdowns

# Module Two: Review Questions

6. Urgent situations have a risk of causing what in clients?

A. Calm

B. Anxiety

C. Boredom

D. Confidence

# Module Two: Review Questions

7. A balance between major aspects of life is known as what?

A. Life cooking pot

B. Life timeline

C. Life puzzle

D. Life balance

# Module Two: Review Questions

8. One way to correct a lack of balance is to do what?

A. Become more organized

B. Stop trying to finish projects

C. Work fewer hours

D. Change jobs

# Module Two: Review Questions

9. Many people often mistake a life coach for a \_\_\_\_\_.

A. Parent

B. Boss

C. Mental health professional

D. General Practitioner

# Module Two: Review Questions

10. Life coaching is about \_\_\_\_\_ the client in their personal and professional life.

A. Encouraging

B. Empowering

C. A and B

D. None of the above



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*You just have to have the guidance to lead you in the direction  
until you can do it yourself.*

*Tina Yothers*

## MODULE THREE

# The Benefits of Life Coaching

Life coaches help clients achieve their goals in both their professional and personal life, so the client can benefit from better organization, improved decision skills and even boosted confidence.



# Set Performance Targets

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Once a person has determined they will set a 'goal' for themselves to complete, they begin to feel more confident and ready to begin the work.

# Cope With Pressure and Stress

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- Avoid
- Alter
- Adapt
- Accept





# Develop and Maintain Vision

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The first step a client takes with their life coach is deciding what they want in life and from there, establish some form of goal or target.

# Maintain Motivation

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- Take small steps
- Make reasonable, obtainable goals
- Don't be afraid to ask for help



# Practical Illustration



- Set Performance Targets
- Cope with Pressure and Stress
- Develop and Maintain Vision
- Maintain Motivation

# Module Three: Review Questions

1. A performance target is also known as what?

A. A pain

B. A goal

C. A dilemma

D. A chore

# Module Three: Review Questions

2. One of the first steps to establish a performance target is to what?

A. Determine the steps to reach it

B. Outline an action plan

C. Determine what the client wants

D. Create milestones

# Module Three: Review Questions

3. Which of the following is not considered one of the four “As” of coping with stress?

A. Affect

B. Avoid

C. Adapt

D. Accept

# Module Three: Review Questions

4. One factor of coping with pressure is to determine what?

A. The client's work schedule

B. The client's likes and dislikes

C. The client's range of emotions

D. The client's pressure threshold

# Module Three: Review Questions

5. Developing a vision helps a client's desires \_\_\_\_\_.

A. Become more laboring

B. Become more definite

C. Become more boring

D. Become more confusing

# Module Three: Review Questions

6. What can a life coach do to help a client's vision?

A. Offer support

B. Create the vision itself

C. Tell the client how to complete their vision

D. Do the process for the client

# Module Three: Review Questions

7. Which of the following is a tool for staying motivated?

A. Try to finish the job quickly

B. Create fewer, larger steps

C. Make a lengthy process to follow

D. Take small steps

# Module Three: Review Questions

8. Maintaining motivation can help a client do what?

A. Become bored faster

B. Give in if they want

C. Stay focused

D. Become distracted

# Module Three: Review Questions

9. Since many individuals are not aware of what a \_\_\_\_\_ is or does, they are also not aware of the benefits a life coach has to offer.

A. Advisor

B. Life coach

C. Decision maker

D. Guide

# Module Three: Review Questions

10. A performance target is similar to \_\_\_\_\_.

A. A long-term goal

B. Volunteering

C. Homework

D. Attending a seminar



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*Everything negative – the pressure, the challenges – is just an opportunity to rise.*

*Kobe Bryant*

## MODULE FOUR

# Life Coaching Challenges

Whatever the challenges, it is up to the client and the life coach to work together to get past them and move forward.



# Lack of Commitment

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One of the biggest challenges any person can face when seeking help to change, is their ability to fully commit.

# Procrastination

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If a client does not show a lack of commitment, the other major challenge they can face is procrastination.



# Poor Communication Skills

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Speak  
clearly  
when  
talking

Repeat  
back what  
you've  
heard

Encourage  
feedback

# Lack of Direction

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It is important to allow the client to speak about themselves and encourage them to share their thoughts and opinions openly.



# Practical Illustration



- Lack of Commitment
- Procrastination
- Poor Communication Skills
- Lack of Direction

# Module Four: Review Questions

1. One of the biggest challenges people face when they begin a life coaching program, can be \_\_\_\_\_.

A. A sense of boredom

B. Too much excitement

C. Changing their schedule

D. A lack of commitment

# Module Four: Review Questions

2. It is important that a client do what in order to stay committed?

A. Find a work buddy to help

B. Find meaning in their vision

C. Ask their life coach for constant assistance

D. Do everything by themselves

# Module Four: Review Questions

3. Which of the following can cause procrastination?

A. A lack of self-discipline

B. Excess energy

C. Goal rewards

D. Positive feedback

# Module Four: Review Questions

4. One way to avoid procrastination is to do what?

A. Punish the client when they procrastinate

B. Do everything at once

C. Create a realistic timeline

D. Quit if the client gets behind

# Module Four: Review Questions

5. What is one tip for improving communication skills?

A. Talk louder

B. Encourage feedback

C. Dominate a conversation

D. Speak less

# Module Four: Review Questions

6. Poor communication skills can cause what?

A. Tension

B. Stress

C. Anxiety

D. All of the above

# Module Four: Review Questions

7. A life coach cannot help a client succeed if the client does not have what?

A. A developed game plan

B. A sense of direction

C. Large amounts of free time

D. Money

# Module Four: Review Questions

8. A client can establish direction by doing what?

A. Determining what they want to achieve

B. Asking coworkers for advice

C. Flipping a coin

D. Asking the life coach what the direction should be

# Module Four: Review Questions

9. One of the main challenges a person can face when seeking help to change is their ability to \_\_\_\_\_.

A. Come up with a plan

B. Use creativity to their advantage

C. Meet milestones

D. Fully commit

# Module Four: Review Questions

10. What is an important factor when getting someone to focus on their goals?

A. Changing their minds

B. Feeling a personal connection to their actions

C. Working more

D. Procrastinating



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*We need diversity of thought in the world to face the new challenges.*

*Tim Berners-Lee*

# Basic Structure of a Coaching Session

Once a client has decided to obtain a life coach and begin the coaching process, they need to attend a coaching session, which can be tailored to their needs and desires.



# Develop an Action Plan

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Discussing  
accomplishments

Identifying  
challenges

Tracking client  
progress

Creating goals or  
targets

# Ask Questions

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Questions should be asked by both the client and the life coach and should provoke answers other than simple “yes” or “no”.





# Overcome

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In this segment, the client should have an idea of what they want to achieve, or any issues they want to overcome.

# Set a Timeline

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- What the client wants to accomplish
- What challenges the client expects to face
- What sort of timeline the client will follow



# Practical Illustration



- Develop an Action Plan
- Ask Questions
- Overcome
- Set a Timeline

# Module Five: Review Questions

1. An action plan is formed at what point?

A. At any time

B. During the coaching session

C. After the session ends

D. Before the session takes place

# Module Five: Review Questions

2. The action plan should include what?

A. Recent achievements

B. Forms of progress

C. Any recent problems

D. All of the above

# Module Five: Review Questions

3. What type of questions should be used in coaching sessions?

A. Rhetorical questions

B. Simple questions

C. Open-ended questions

D. Essay questions

# Module Five: Review Questions

4. The client can ask questions in order to obtain what?

A. Biased advice

B. A different point of view

C. Free therapy time

D. Names of good books to read

# Module Five: Review Questions

5. The “overcome” segment of the session is designed to do what?

A. Determine when the client will start coaching

B. Determine appointment times for sessions

C. Determine how the life coach will create the client’s goal outline

D. Determine what the client wants to achieve

# Module Five: Review Questions

6. When creating future goals, it is important that they are what?

A. Challenging

B. Lengthy

C. Realistic

D. Easy

# Module Five: Review Questions

7. Which of the following should be included in a timeline?

A. Client goals

B. Deadlines

C. Possible challenges

D. All of the above

# Module Five: Review Questions

8. How much time is typically set between coaching sessions?

A. Two weeks

B. One week

C. One month

D. Two months

# Module Five: Review Questions

9. A coaching session will be tailored to \_\_\_\_\_.

A. Current trends

B. The coach's expectations

C. The client's needs and desires

D. A combination of B and C

# Module Five: Review Questions

10. Asking questions will help establish \_\_\_\_\_.

A. Rapport

B. A timeline

C. Communication

D. Goals



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*Success consists of going from failure to failure without a loss of enthusiasm.*

*Winston Churchill*

## MODULE SIX

# Essential Skills for Successful Coaching

Life coaching is a profession that is designed to offer guidance and boost confidence in individuals to help them make empowered decisions and reach their goals.



# Listen With Curiosity

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Sometimes, we focus so much on what our answer will be that we do not give our full attention to the question in the first place.

# Take In What You Hear

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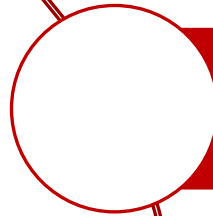
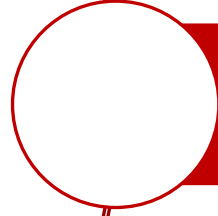
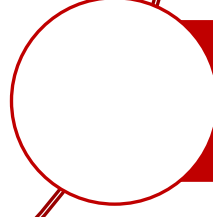
Listening with curiosity may be the first step in being a great life coach, but it doesn't end there.





# Reflect With Accuracy

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-  Paraphrasing
-  Summarizing
-  Repeating words or phrases

# Questioning for Exploration

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Life coaches should use open ended questions with their client in order to draw out more structured answers other than 'yes' or 'no'.



# Practical Illustration



- Listen With Curiosity
- Take In What You Hear
- Reflect With Accuracy
- Questioning for Exploration

# Module Six: Review Questions

1. Listening with curiosity means doing what while listening to someone?

A. Taking a valid interest

B. Repeating what they say

C. Asking them to repeat what they said

D. Writing everything down

# Module Six: Review Questions

2. What can prevent us from listening to others?

A. Over excitement

B. A valid interest in their story

C. A lack of attention

D. A tone of voice

# Module Six: Review Questions

3. While listening to someone, you should be doing what?

A. Looking away from the person

B. Writing everything down

C. Preparing what to say next

D. Registering the information

# Module Six: Review Questions

4. The listener should look for what, in a person's words?

A. Grammar use

B. Various tones

C. Syntax choice

D. Mispronunciation

# Module Six: Review Questions

5. Which of the following is a form of reflecting?

A. Paraphrasing

B. Verbatim

C. Speed talking

D. Whisper chain

# Module Six: Review Questions

6. Reflecting helps to achieve what in a conversation?

A. The upper hand

B. Volume

C. The spotlight

D. Clarity

# Module Six: Review Questions

7. Open-ended questions allow the client to do what?

A. Provide thoughtful answers

B. Stall their answers

C. Speak quickly

D. Divert the attention from them

# Module Six: Review Questions

8. By asking exploring questions, life coaches can do what?

A. Shorten the session

B. Provide feedback

C. Move onto another topic faster

D. Tell the client why they are wrong

# Module Six: Review Questions

9. Life coaching is a profession that is designed to \_\_\_\_\_ in individuals to help them make empowered decisions and reach their goals.

A. Offer guidance

B. Boost confidence

C. A and B

D. None of the above

# Module Six: Review Questions

10. Great \_\_\_\_\_ is/are important for a life coach to have.

A. Patience

B. Listening skills

C. Speech

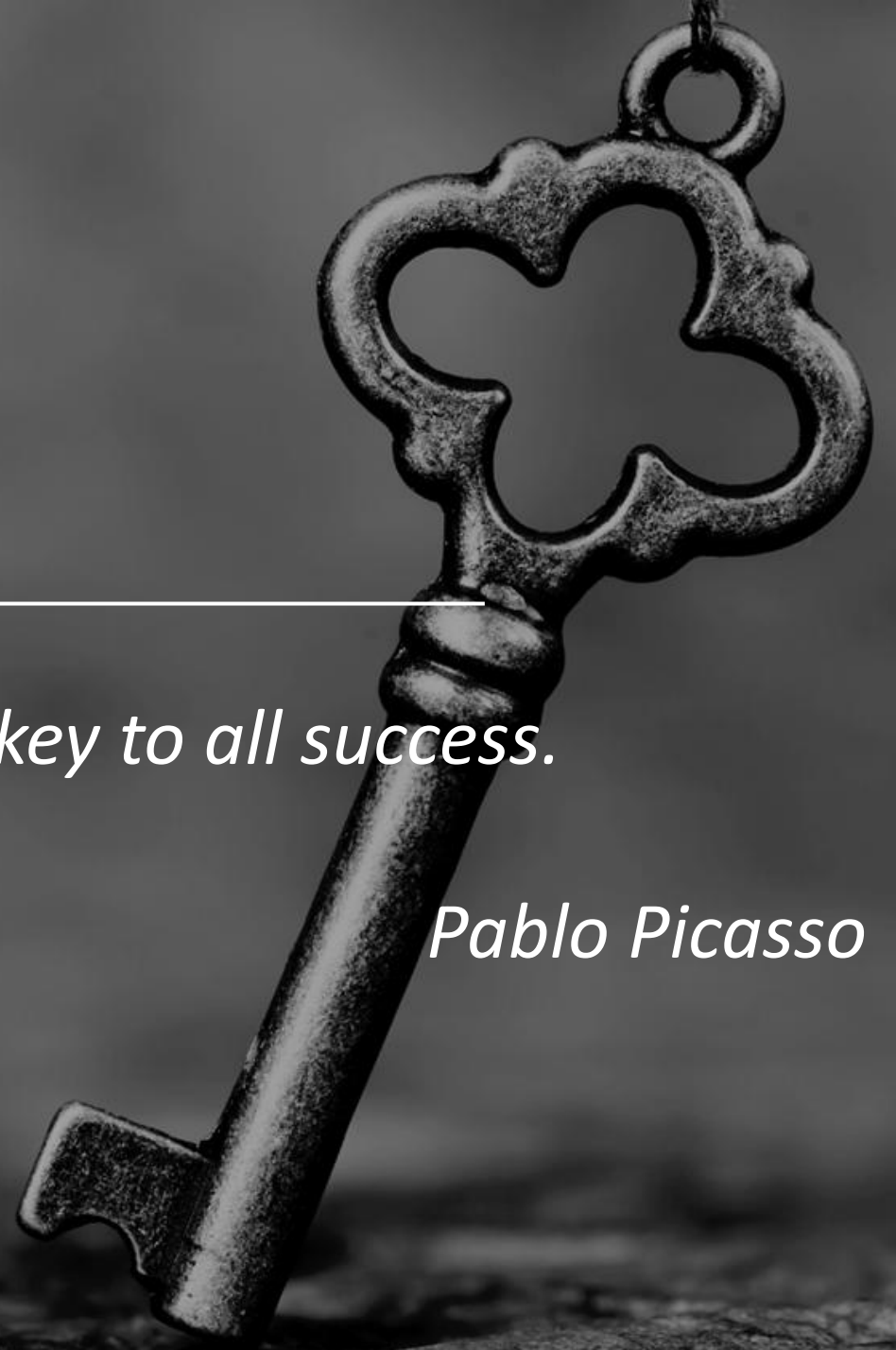
D. None of the above

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*Action is the foundational key to all success.*

*Pablo Picasso*



## MODULE SEVEN

# Life Coaching Tools and Techniques

Using a variety of tools and techniques can help the client become more successful during their sessions and improve their self-awareness and confidence.



# Goal Tracking

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The key to every client-life coach relationship is the use of establishing goals and creating targets

# Journaling

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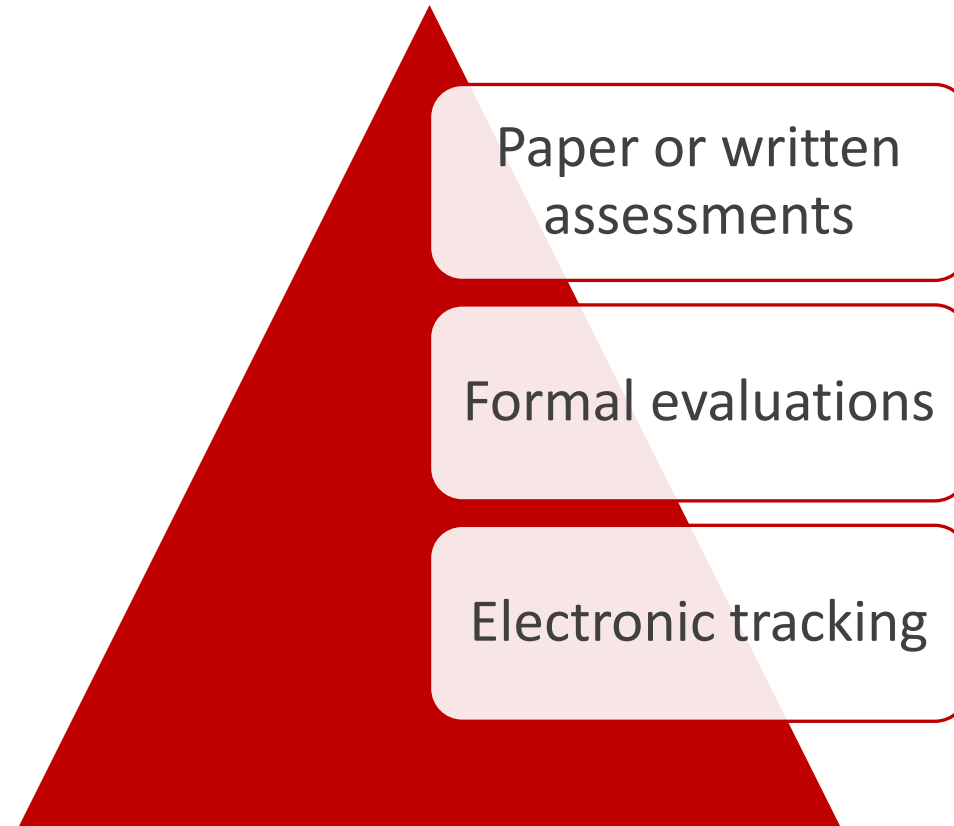
Journaling is a therapeutic tool that can be helpful in many areas in life.





# Life Coaching Assessments and Forms

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# Homework Assignments and Action Items

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Most people don't like homework! But it can be a useful tool for times when the life coach and client are not in a meeting, such as between sessions.



# Practical Illustration



- Goal Tracking
- Journaling
- Life Coaching Assessments and Forms
- Homework Assignments and Action Items

# Module Seven: Review Questions

1. What is the first step completed in life coaching?

A. Outlining necessary actions

B. Establishing goals or targets

C. Creating a game plan

D. Creating milestones

# Module Seven: Review Questions

2. Tracking their own goals allows the client to do what?

A. Feel overwhelmed

B. Reduce idle time

C. Feel more empowered

D. Enhance creativity

# Module Seven: Review Questions

3. Journaling is a tool commonly used for what?

A. Therapeutic relief

B. Client evaluations

C. Tracking devices

D. Event recordings

# Module Seven: Review Questions

4. Journaling allows the client to freely record what?

A. Emotions

B. Stress or anxieties

C. Thoughts and ideas

D. All of the above

# Module Seven: Review Questions

5. Assessments allow life coaches to do what?

A. Apply a grade to the client's work

B. Track client progress

C. Increase their rates

D. Test the client's intelligence

# Module Seven: Review Questions

6. What is one form of a client assessment?

A. An open discussion

B. Homework assignment

C. Suggested reading lists

D. Action plans

# Module Seven: Review Questions

7. Which of the following is a form of a homework assignment?

A. Calling the life coach at home

B. Skipping a coaching session

C. Client journaling

D. Taking a vacation

# Module Seven: Review Questions

8. Action items allow the client to do what?

A. Become overwhelmed

B. Procrastinate

C. Find something to do

D. Be accountable

# Module Seven: Review Questions

9. The key to every client-life coach relationship is the use of \_\_\_\_\_.

A. Establishing goals

B. Creating targets

C. A combination of A and B

D. None of the above

# Module Seven: Review Questions

10. A good life coach will implement \_\_\_\_\_ in order to assist their clients.

A. Tools

B. Techniques

C. A and B

D. None of the above



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*Our ability to handle life's challenges is a measure of our strength of character.*

*Les Brown*

## MODULE EIGHT

# Life Coaching Specialized Areas (I)

Many life coaches are certified in general coaching and can assist a wide variety of cases.



# Relationship and Dating Coaching

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Relationship life coaching is an area of life coaching that specializes in helping people in relationships.

# Health and Fitness Coaching

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- Lose weight
- Build muscle/be more fit
- Lower stress



# Family and Parenting Coaching

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Family and parenting life coaching is an area of life coaching that specializes in relationships between parents and family members.



# Spiritual Coaching

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Spiritual life coaching is an area of life coaching that aims to connect the client back to their inner selves and reconnect with their soul.



# Practical Illustration



- Relationship and Dating Coaching
- Health and Fitness Coaching
- Family and Parenting Coaching
- Spiritual Coaching

# Module Eight: Review Questions

1. Relationship life coaching emphasizes what?

A. Communication skills

B. Romantic relationships

C. A client's image

D. Better work ethics

# Module Eight: Review Questions

2. Dating life coaching focuses on what?

A. Becoming more attractive

B. Creating a better work environment

C. Deepening romantic relationships

D. Improving a client's image

# Module Eight: Review Questions

3. Which of the following would be addressed in health and fitness life coaching?

A. Changing careers

B. Losing weight

C. Improving job skills

D. Building better relationships

# Module Eight: Review Questions

4. In health and fitness life coaching, the life coach will not do what?

A. Offer support for the client's health choices

B. Give advice on various exercise methods

C. Offer to be an accountability buddy for the client

D. Tell the client what to do regarding their health

# Module Eight: Review Questions

5. Parenting life coaching can be available to whom?

A. New parents

B. Guardians

C. Experienced parents

D. All of the above

# Module Eight: Review Questions

6. Family coaching can be done between \_\_\_\_\_.

A. Only one to two family members

B. Several family members

C. Parents and children only

D. Outside friends

# Module Eight: Review Questions

7. It's a common misbelief that spiritual life coaching is based on what?

A. Personal beliefs

B. Inner peace

C. Client choice

D. Religion

# Module Eight: Review Questions

8. Spiritual life coaching focuses on what?

A. The client's inner being

B. The client's religious preferences

C. The client's choice of deity

D. The client's choice of worship

# Module Eight: Review Questions

9. Also known as a \_\_\_\_\_, life coaching specialists work with clients that have particular needs and who will need specific skills and tools from their life coach.

A. Bubble

B. Colony

C. Niche

D. Community

# Module Eight: Review Questions

10. Some common issues that a health and fitness coach help with are:

A. Weight loss

B. Stress reduction

C. General overall health

D. All of the above



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*You have to motivate yourself with challenges. That's how you know you're still alive.*

*Jerry Seinfeld*

## MODULE NINE

# Life Coaching Specialized Areas (II)

No matter what area a client may need help in, deciding to hire a life coach can be a difficult decision in itself.



# General Life Coaching

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General life coaching tends to focus on the client's goals in life and determine what the client can do to reach them.

# Image Coaching

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Image coaching is a specialized area of life coaching that focuses on 'transforming' the client and their image.





# Communication and Creativity Coaching

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Communication life coaching and creativity life coaching are similar fields of life coaching in that they focus on the client's ability to express themselves confidently with other people.

# Career Coaching

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Career life coaching is similar to image life coaching, but solely focuses on the client's current or future career.



# Practical Illustration



- General Life Coaching
- Image Coaching
- Communication and Creativity Coaching
- Career Coaching

# Module Nine: Review Questions

1. General life coaching is also known as what?

A. Bland life coaching

B. Personal life coaching

C. Image life coaching

D. People life coaching

# Module Nine: Review Questions

2. General life coaching is available to \_\_\_\_\_.

A. Working clients

B. Clients that pay ahead of time

C. Clients of all ages

D. Disabled clients

# Module Nine: Review Questions

3. Image life coaching focuses on what?

A. A client's professional image

B. A client's wardrobe choices

C. A client's ability to perform on command

D. A client's physical appearance

# Module Nine: Review Questions

4. Image life coaching is typically done at what point?

A. When the client retires

B. Before a client begins a new segment in their life

C. When the client enters the workforce

D. After a major life change

# Module Nine: Review Questions

5. Communication life coaching emphasizes what aspect?

A. Self-expression

B. Connecting with others

C. Correct grammar usage

D. Gender roles

# Module Nine: Review Questions

6. Creativity life coaching focuses on what?

A. Forms of communication

B. Enhancing artistic skills

C. Creating masterpieces

D. Expressing ourselves to others

# Module Nine: Review Questions

7. Career life coaching focuses on what?

A. Professional growth

B. Job openings

C. Job salaries

D. A client's image

# Module Nine: Review Questions

8. Career life coaching can address which of the following?

A. Gaining a promotion

B. Creating a work balance

C. Changing jobs

D. All of the above

# Module Nine: Review Questions

9. No matter what area a client may need help in, deciding to hire a life coach can be a \_\_\_\_\_ decision in itself.

A. Strange

B. Difficult

C. Major

D. Quick

# Module Nine: Review Questions

10. When not sure what you really need, you should start with \_\_\_\_\_ coach to help you narrow it down.

A. A general life coach

B. An image life coach

C. A family life coach

D. A career life coach



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*Success is the progressive realization of predetermined, worthwhile personal goals.*

*Paul J. Meyer*

## MODULE TEN

# Life Coaching Specialized Areas (III)

While some general life coaches can handle a variety of problems and situations, many life coaches practice some form of specialty that focuses on particular areas of interests.



# Retirement Coaching

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Retirement can be an important time in any person's life and many people spend the majority of their careers preparing for it.

# Leadership and Performance Coaching

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Although this category of life coaching can be utilized for personal and professional areas, it is most often used in professional instances.





# Business Coaching

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Clients can either be new business owners or currently running/operating a business.

# Executive Coaching

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Executive life coaching is an advanced area of life coaching that primarily works with companies and upper management.



# Practical Illustration



- Retirement Coaching
- Leadership and Performance Coaching
- Business Coaching
- Executive Coaching

# Module Ten: Review Questions

1. When can retirement life coaching begin?

A. After a person has retired

B. When a person starts working

C. Before a person retires

D. At any time

# Module Ten: Review Questions

2. What is one thing retirement life coaching can help with?

A. Preparing to enter retirement

B. Making money before retirement

C. How to convince your spouse to retire

D. Opening a savings account

# Module Ten: Review Questions

3. Leadership life coaching emphasizes what?

A. Skills in communications

B. Skills in building relationships

C. Skills in professional leadership

D. Skills in building a professional image

# Module Ten: Review Questions

4. Performance life coaching focuses on what?

A. Building business partnerships

B. Improving particular job skills

C. Improving communication skills

D. Creating a professional image

# Module Ten: Review Questions

5. Business life coaches can be hired \_\_\_\_\_.

A. After a full background check

B. As a third-party employee

C. As a tax deduction

D. Only once a year

# Module Ten: Review Questions

6. Business life coaching can be used by which of the following?

A. Small businesses

B. Corporations

C. Family-owned businesses

D. All of the above

# Module Ten: Review Questions

7. Executive life coaching is typically used by whom?

A. Unemployed clients

B. Entry level employees

C. Management members

D. Newly hired employees

# Module Ten: Review Questions

8. One topic covered by executive life coaching is what?

A. Employee management

B. Personal image

C. Retirement counseling

D. Interview skills

# Module Ten: Review Questions

9. What type of life coach specializes in every type of client and/or situation?

A. An image life coach

B. A general life coach

C. A career life coach

D. A leadership life coach

# Module Ten: Review Questions

10. Retirement can be an important time in any person's life and many people spend the majority of their careers \_\_\_\_\_ .

A. Ignoring it

B. Dreading it

C. Preparing for it

D. Thinking about it



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*For success, attitude is equally as important as ability.*

*Walter Scott*

## MODULE ELEVEN

# Apply What You Learned to the Workplace

Life coaching can be a great tool to help someone learn to feel more confident, more empowered and capable of handling various decisions and situations.



# Have a Game Plan

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Setting goals

Outlining  
actions and  
processes

Setting  
timelines and  
deadlines

Include  
important  
people

# Link Game Plan and Goals

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Once an employee has outlined their game plan, they can start identifying the steps they need to take in order to achieve these goals.





# Do Drills

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Role play a particular scenario

Create a script of what to say/not to say

Uses quizzes or evaluations

# Assess Progress

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At what point the assessment occurs can vary by each employee – each person will progress at different rates.



# Practical Illustration



- Have a Game Plan
- Link Game Plan and Goals
- Do Drills
- Assess Progress

# Module Eleven: Review Questions

1. What is one part of an employee game plan?

A. Employee evaluations

B. Assigned tasks

C. Employee schedules

D. Potential goals

# Module Eleven: Review Questions

2. Which of the following should be included in a game plan?

A. Homework assignments

B. Timelines

C. Job duties

D. None of the above

# Module Eleven: Review Questions

3. The game plan and goals should always be what?

A. Flexible

B. Fast-paced

C. Easy

D. Lengthy

# Module Eleven: Review Questions

4. The linked game plan should outline what?

A. A management flow chart

B. Employee job duties

C. Processes to follow

D. Potential salaries

# Module Eleven: Review Questions

5. Performing drills allows the employee to do what?

A. Prevent boredom

B. Hone their skills

C. Become more fatigued

D. Earn more money

# Module Eleven: Review Questions

6. One form of a drill is what?

A. Role playing a situation

B. Read silently

C. Talk with a coworker

D. Researching other jobs areas

# Module Eleven: Review Questions

7. It is important that employee assessments are what?

A. Strict

B. Universal

C. Extensive

D. Individualized

# Module Eleven: Review Questions

8. Assessments are a great tool for documenting what?

A. Company spending

B. Employee job duties

C. Employee progress

D. Management skills

# Module Eleven: Review Questions

9. Life coaching can be a great tool to help someone learn to feel more \_\_\_\_\_ in/of handling various decisions and situations.

A. Confident

B. Empowered

C. Capable

D. All of the above

# Module Eleven: Review Questions

10. One of the most important tools anyone can have when preparing to make a change is to create a \_\_\_\_\_.

A. Communication process

B. Chart

C. Game plan

D. Org. board

# Wrapping Up

Although this workshop is coming to a close, we hope that your journey to learn Life Coaching Essentials is just beginning.



## Words From the Wise

*Sometimes the best coaching advice you can get is simple acknowledgement that there's nothing else you could have done.*

**- Hannah Kearney**

*I wrote a book on life coaching, because my life became my own reference point on how to live.*

**- Anupam Kher**

*Trusting your individual uniqueness challenges you to lay yourself open.*

**- James Broughton**

*I think it all comes down to motivation. If you really want to do something, you will work hard for it.*

**- Edmund Hillary**