

HAPPY WHOLE HUMAN® Holistic Wellness Coach Certification Training

January 14 - December 20, 2019

Over the course of 48 weeks, this All-In-One 205-hour certification program provides HAPPY WHOLE HUMAN® (HWH) coach trainees six levels of expertise. Most of the trainings are held virtually via weekly tele-classes and out of class interactive assignments, with one 6-day in-person intensive in Austin, Texas.

Level 1: HWH Coach-specific Training Level 1 - Fundamentals of Coaching - 60 hours - virtual (8 weeks of tele-classes with an additional 10 hours of mentorship)
January 14 - March 8, 2019

Level 2: HWH Coach Training Level 2 - Happy Whole Human Holistic Wellness Self-Assessment Facilitator Certification - 25 hours - virtual (4 weeks of tele-classes, with an additional 2.5 hours of mentorship)
April 15 - May 10, 2019

Level 3: HAPPY WHOLE HUMAN® Holistic Wellness Thought and Emotion Management Tools - 42.5 hours - virtual (8 weeks of tele-classes with 2.5 hours of mentorship)
June 10 - August 9, 2019 with one week off for July 4th

Level 4: Intensive Hypnosis Certification Training - pre-approved by the American Council of Hypnotist Examiners - 43.5 hours - in-person (1 week intensive in Austin, Texas, with 3.5 hours of virtual pre-work)
September 9 - 16, 2019

Level 5: HWH Supervised Client Practicum - 29 hours - virtual (20 weeks: 1.5 hour tele-class, 20 hours of client work, 5 hours of administrative work, with an additional 2.5 hours of mentorship)
September 23 - December 20, 2019

Level 6: Business Development - 7.5 hours - virtual (1 week-1.5 hour tele-class, 3.5 hours of homework, with an additional 2.5 hours of mentorship)
November 4 - 15, 2019

This program includes 5 hours of support coaching as needed to address personal and professional growth opportunities. Additional coaching will be available for a discounted rate of \$100/hour.

Cumulative total: 205 hours over the course of 48 weeks

Enrollment is contingent on an application process. Upon passing both a written and oral examination for each coach training level, students will receive certificates of completion, culminating with HAPPY WHOLE HUMAN® Holistic Wellness Coach Certification.

HAPPY WHOLE HUMAN® (HWH) programs prepare students for empowering and lucrative coaching careers in which they create interactive confidential healing spaces of unconditional acceptance and provide the support, information, and structure clients need to facilitate transformational change. Students are taught practical tools and techniques to help their clients conquer their fears, get out of their own way, and learn to live as Happy Whole Humans-radiant, happy, and fulfilled. Our mission is to empower individuals as they relax, reflect, and snap out of unconscious patterns via mindfulness and holistic wellness to overcome obstacles and improve their lives and relationships across the board.

HAPPY WHOLE HUMAN® provides a research-based framework for evaluating and understanding intrapersonal and relationship dynamics and tools to help individuals improve their relationship with themselves and others in order to achieve radiant health, happiness, and fulfillment. Our innovative programs provide coach trainees with cutting-edge tools, structure, and support to guide their clients to assess and overcome the personal and interpersonal challenges that contribute to chronic stress, interpersonal drama, disassociation, dissatisfaction, apathy, and burn out. In this way, this holistic program improves on traditional ways of thinking about wellness, adding specific key components of mental, emotional, and relationship health. Our program is unique in that it bridges the divide between researchers and clinicians.

**HWH Coach-specific Training Level 1 – Fundamentals of Coaching (60 Hours)
INTERNATIONAL COACH FEDERATION (ICF) Certification Preparatory Training
8 weeks 16 hours-Tele-classes, 24 hours Tele-labs, 10 hours Homework
10 hours – ICF Coach-specific Mentorship**

**All class assignments due and comprehension test completed by last day of Level 1
10-hour ICF Coach-specific Mentorship completed by the end of the All-in-One Program**

Name of Module	Description	Time	Synchronous/Asynchronous	Materials	ICF Core Competencies
Week One - Setting the Foundation and Meeting Ethical Guidelines					
Tele-class	Trainees will learn the ICF Definition of Coaching, the ICF Code of Ethics, and the ICF Core Competencies. They will learn how to meet the international standards of ethical guidelines and professional standards established by the International Coach Federation (ICF). Discuss importance and nuances of meeting ethical guidelines and professional standards and establishing trust and intimacy via maintaining strict confidentiality and being and remaining clear about what coaches do and do not do. Trainees will learn to screen clients and identify and handle difficult dynamics.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i> p. 14-46	Meeting Ethical Guidelines and Professional Standards (3.75 hrs – 2.5 s, 1.25 as) Establishing Trust and Intimacy (2.5 s)
Tele-lab	Introduction to the tele-lab structure and observation forms. Trainees will learn to conduct mock calls to practice ICF core competencies with other coach trainees. Model and practice how to handle sessions where a referral is appropriate.	3 hours	S		
Homework	Read and study handbook. Journal.	1.25 hours	A		

Week Two - Establishing Trust and Intimacy with a Client

Tele-class	Trainees will learn to employ principles and protocols to establish trust and intimacy, as well as to establish a powerful, empowering coaching presence.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i>	Meeting Ethical Guidelines and Professional Standards (1.25 hrs as)
Tele-lab	Trainees will practice strategies to effectively diffuse challenging dynamics and/or to make a referral when appropriate. They will receive and give structured feedback using online observation forms.	3 hours	S		Establishing Trust and Intimacy (2.5 hrs s)
Homework	Fill out the HWH online intake form. Take the HWH Holistic Wellness Self-Assessment. Read and study handbook. Journal writing.	1.25 hours	A		Coaching Presence (2.5 hrs s)

Week Three – Intake Form and the Importance of a Screening Process

Tele-class	Trainees will learn the rationale for a confidential intake form and about its utility to learn about the client and as a strengths-based screening tool and springboard for goal-setting. Steps and strategies for building trust and intimacy are presented.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i>	Meeting Ethical Guidelines and Professional Standards (1.25 hrs as)
Tele-lab	In mock calls, trainees will practice going over an intake form with clients. They will receive and give structured feedback using online observation forms.	3 hours	S		Establishing Coaching Agreement (.5 hrs s)
Homework	Read and study handbook. 15 minutes of reflection journal writing.	1.25 hours	A		Creating Awareness (2.5 hrs s)
					Designing Actions (.5 hrs s)
					Planning and Goal Setting (.5 hrs s)
					Managing Progress and Accountability (.5 hrs s)
					Establishing Trust and Intimacy (5 hrs s)

Week Four –Establishing the Coaching Agreement					
Tele-class	Trainees will learn how to establish a coaching agreement whereby they create awareness via powerful questioning , direct communication, and active listening in order to plan and co-create goals with clients in order to manage progress and accountability in the initial coaching intake session using pre-work and a protocol in which they go over the client’s intake form, HWH Self-Assessment results report, and set realistic and measurable goals, considering scope and budget.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i>	Meeting Ethical Guidelines and Professional Standards (1.25 hrs as) Establishing Coaching Agreement (1.5 hrs s) Active Listening (.5 hrs s) Powerful Questioning (.5 hrs s) Direct Communication (.5 hrs s)
Tele-lab	In mock calls, trainees will practice the intake process for an initial client session using the HWH 60 minute initial session protocol. They will receive and give structured instructor and peer feedback using online observation forms.	3 hours	S		Creating Awareness (.5 hrs s) Designing Actions (.5 hrs s) Planning and Goal Setting (.5 hrs s)
Homework	Read and study handbook. 15 minutes of reflection journal writing.	1.25 hours	A		Managing Progress and Accountability (.5 hrs s)

Week Five- Communicating Effectively as a Coach					
Tele-class	Trainees will learn about different types of questions and how to employ open-ended questions based on authentic curiosity and follow intuitively and courageously to continue to lead a client to insight via sensitive inquiry, appreciation, reflection, and acknowledgement in order to achieve client goals. Tools, examples, techniques, and sample questions will be provided.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i>	Meeting Ethical Guidelines and Professional Standards (1.25 hrs as)
					Active Listening (2 hrs s)
					Powerful Questioning (2 hrs s)
					Direct Communication (1 hr s)
Tele-lab	In mock calls, trainees will practice active listening, powerful questioning, and direct communication. They will receive and give structured instructor and peer feedback using online observation forms.	3 hours	S		
Homework	Read and study handbook. 15 minutes of reflection journal writing.	1.25 hours	A		

Week Six - Setting Up a Coaching Session for Success

Tele-class	Trainees will learn how to structure a session such that they clarify the client’s objective and establish a way to gauge the degree to which the desired goal is achieved. Co-create an appropriate agenda. Use courage and discernment to bring the client to insight. Invite client to apply insight to achieve desired outcome. Check in 10 minutes before the end of session. Finish the session by asking client to self-evaluate the degree of progress made during the session and establish meaningful next actions.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i>	Meeting Ethical Guidelines and Professional Standards (1.25 hrs as)
					Creating Awareness (.5 hrs s)
					Designing Actions (.5 hrs s)
Tele-lab	In mock calls, trainees will practice setting up a session using the techniques learned in class. They will receive and give structured instructor and peer feedback using online observation forms.	3 hours	S		Planning and Goal Setting (2 hrs s)
					Managing Progress and Accountability (2 hrs s)
Homework	Read and study handbook. 15 minutes of reflection journal writing.	1.25 hours	A		

Week Seven – ICF Coach-specific Training Practice					
Tele-class	Trainees will discuss challenges in learning the material and engaging in the mock coaching practice sessions with clients. Trainees will review 2 client case studies.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i>	Meeting Ethical Guidelines and Professional Standards (1.25 hrs as)
Tele-lab	Practice coaching calls. Students will discuss Peer Coaching experience In mock calls, trainees will practice.	3 hours	S		Establishing Coaching Agreement (.5 hrs s)
Homework	Read and study handbook. 15 minutes of reflection journal writing.	1.25 hours	A		Creating Awareness (2.5 hrs s)
					Designing Actions (1 hrs s)
					Planning and Goal Setting (.5 hrs s)
					Managing Progress and Accountability (.5 hrs s)

Week Eight - Summary – Weaving it All Together and Next Steps					
Tele-class	Summary of all content covered in this course. Recap of all 11 ICF Core Competencies in light of what trainees have learned. Go over next steps in the training program.	2 hours	S	<i>Happy Whole Human Level One Coach Certification Handbook</i>	Meeting Ethical Guidelines and Professional Standards (3.75 hrs – 2.5 s, 1.25 as)
Tele-lab	In mock calls, trainees will practice setting up sessions using the skills and techniques learned in the class. They will receive and give structured instructor and peer feedback using online observation forms.	3 hours	S		Designing Actions (.5 hrs s)
Homework	Comprehension Test. 15 minutes of reflection journal writing.	1.25 hours	A		Planning and Goal Setting (1 hrs s)
					Managing Progress and Accountability (1 hrs s)

**Mentorship – 10 hours throughout All-in-One Certification Program
To be completed by the end of the All-in-One Certification Course**

Lisa will provide coaching and feedback based on observed or Zoom-recorded ICF coach-specific sessions to increase trainees’ capacity as coaches using the HWH observation forms to compare trainee self-reports with her observations to facilitation self-awareness, appreciation of strengths and progress, and reflection on and goal-setting regarding growth areas.

**HWH Coach Training Level 2 – Happy Whole Human Facilitator Certification (22.5 hours)
4 weeks Mondays, 1.5 hour Tele-classes, 3.5 hours of interactive or self-study homework
All class assignments due and comprehension test completed by the end of Level 2
2.5 hours of HWH Mentorship**

Name of Module	Description	Time	Materials
Week One – Introduction to Happy Whole Human			
Tele-class	Trainees will learn about the evidence-based HWH Mutuality model and discuss the Ecopsychology framework which serves as the basis for the HWH holistic wellness program.	1.5 hours	<i>Happy Whole Human Level One Coach Certification Handbook</i> <i>Kerr Article and worksheet</i>
Homework	Trainees will take the 15-minute HWH Holistic Wellness Self-Assessment, read the Kerr article and Rushing blog, and complete and submit the corresponding worksheet.	3.5 hours	<i>Haley Rushing Blog</i>

Week Two – Happy Whole Human Holistic Wellness Self-Assessment			
Tele-class	After going over the answers to the Kerr article worksheet and discussing the Happy Whole Human formula, trainees will learn how to administer the HWH comprehensive and psychometrically sound online assessment and guide others through an empowering corresponding holistic wellness program. Students will learn to use this program to quantify, verify, and validate the unique personal needs of individuals seeking their guidance and provide clients with structure, support, and measurable results.	1.5 hours	<i>Happy Whole Human Level One Coach Certification Handbook</i> <i>Kerr Article and worksheet</i> <i>Haley Rushing Blog</i>
Homework	In mock calls, trainees will practice going the HWH Holistic Wellness Self-Assessment with clients. They will receive and give structured feedback using online observation forms.	3.5 hours	

Week Three –Happy Whole Human Focus Exercise			
Tele-class	Trainees will learn how to facilitate client accountability and empowerment with the Happy Whole Human Focus Exercise.	1.5 hours	<i>Happy Whole Human Level One Coach Certification Handbook</i>
Homework	In mock calls, trainees will practice the focus exercise with one another. They will receive and give structured feedback using online observation forms.	3.5 hours	

Week Four - 90-minute Happy Whole Human Intake Session			
Tele-class	Trainees will learn how to facilitate a Happy Whole Human 90-minute intake session and then take the online comprehension test.	1.5 hours	<i>Happy Whole Human Level One Coach Certification Handbook</i>
Homework	In recorded mock calls, trainees will practice going over the 90-minute Happy Whole Human Intake Session. They will receive and give structured feedback using online observation forms.	3.5 hours	

Mentorship – 2.5 of the 10 hours throughout All-in-One Certification Program To be completed by last day of Level 2			
Lisa will go over the comprehension exam results, review the session recording, and provide feedback to each student via phone.			

HWH Coach Training Level 3 – Thought and Emotion Management Tools (42.5 hours)
8 weeks 1.5 hour Tele-classes, 3.5 hours of interactive or self-study homework
All class assignments due and comprehension test completed by the end of Level 3
2.5 hours of HWH Mentorship

Name of Module	Description	Time	Materials
Week One – Introduction to Happy Whole Human Level 3 and HWH Stabilizing Exercise			
Tele-class	Trainees will review the syllabus and protocols for Level 3. They will learn how to facilitate the HWH Stabilizing Exercise.	1.5 hours	<i>Pre-scheduled Session Script</i>
Homework	In recorded mock calls, trainees will practice facilitating the HWH Stabilizing Exercise. They will receive and give structured feedback using online observation forms.	3.5 hours	<i>Happy Whole Human Stabilizing Exercise</i>

Week Two – Happy Whole Human Holistic Shifting Negative Thoughts Exercise			
Tele-class	Trainees will learn how to facilitate the HWH Stabilizing Exercise followed by the HWH Shifting Negative Thoughts Tool.	1.5 hours	<i>Pre-scheduled Session Script</i>
Homework	In recorded mock calls, trainees will practice facilitating the HWH Stabilizing Exercise followed by the HWH Shifting Negative Thoughts Exercise. They will receive and give structured feedback using online observation forms.	3.5 hours	<i>Happy Whole Human Stabilizing Exercise</i> <i>Shifting Negative Thoughts Exercise</i>

Week Three –Happy Whole Human Emotional Release Tool			
Tele-class	Trainees will learn tools to help clients practice mindfulness and balance reason and emotion. They will also learn how to facilitate the HWH Stabilizing Exercise followed by the HWH Emotional Release Tool.	1.5 hours	<i>Pre-scheduled Session Script</i> <i>Happy Whole Human Stabilizing Exercise</i>
Homework	In recorded mock calls, trainees will practice facilitating the HWH Stabilizing Exercise followed by the HWH Emotional Release Tool. They will receive and give structured feedback using online observation forms.	3.5 hours	<i>Mindfulness and Balancing Reason and Emotion</i> <i>HWH Emotional Release Tool</i>

Week Four - Happy Whole Human Anger Management Tool			
Tele-class	Trainees will learn tools to help clients calm down and regain control. They will also learn how to facilitate the HWH Stabilizing Exercise followed by the HWH Anger Management Tool.	1.5 hours	<i>Pre-scheduled Session Script</i> <i>Happy Whole Human Stabilizing Exercise</i>
Homework	In recorded mock calls, trainees will practice facilitating the HWH Stabilizing Exercise followed by the HWH Anger Management Tool. They will receive and give structured feedback using online observation forms.	3.5 hours	<i>Regain Control by Shifting Focus</i> <i>HWH Tools to Calm Down</i> <i>Sedona Method</i> <i>HWH Anger Management Tool</i>

Week Five - Happy Whole Human Overcoming Overwhelm Exercise			
Tele-class	Trainees will learn how to facilitate the HWH Stabilizing Exercise followed by the HWH Overcoming Overwhelm Tool.	1.5 hours	<i>Pre-scheduled Session Script</i>
Homework	In recorded mock calls, trainees will practice facilitating the HWH Stabilizing Exercise followed by the HWH Overcoming Overwhelm Exercise. They will receive and give structured feedback using online observation forms.	3.5 hours	<i>Happy Whole Human Overcoming Overwhelm</i>

Week Six - Happy Whole Human Harnessing the Power of the Subconscious Tool			
Tele-class	Trainees will learn how to facilitate the HWH Stabilizing Exercise followed by the HWH Harnessing the Power of the Subconscious Tool.	1.5 hours	<i>Pre-scheduled Session Script</i> <i>Happy Whole Human Stabilizing Exercise</i>
Homework	In recorded mock calls, trainees will practice facilitating the HWH Stabilizing Exercise followed by the HWH Harnessing the Power of the Subconscious Tool. They will receive and give structured feedback using online observation forms.	3.5 hours	<i>Mindful Observation and Fluidity</i> <i>Harnessing the Power of the Subconscious</i>

Week Seven - Happy Whole Human Tools to Work with PTSD			
Tele-class	Trainees will learn how to facilitate the HWH Stabilizing Exercise followed by practicing tools to work with PTSD.	1.5 hours	<i>Pre-scheduled Session Script</i>
Homework	In recorded mock calls, trainees will practice facilitating the HWH Stabilizing Exercise followed by the HWH PTSD Exercises. They will receive and give structured feedback using online observation forms.	3.5 hours	<i>Happy Whole Human Stabilizing Exercise</i> <i>PTSD Tools</i>

Week Eight – HWH Level 3 Review and Comprehensive Exam			
Tele-class	Trainees will discuss all of the Level 3 tools and next step integrations. Q & A before exam.	1.5 hours	<i>Take online exam</i>
Homework	Take the online exam and schedule an Oral Exam/Mentorship Session with Lisa.	3.5 hours	<i>Schedule Oral Exam/Mentorship Session with Lisa</i>

**Mentorship – 2.5 of the remaining 7.5 hours (so 5 remaining)
throughout All-in-One Certification Program
To be completed by end of Level 3**

Lisa will go over the comprehension exam results, review the session recording, and provide feedback to each student via phone.

HWH Coach Training Level 4 – Hypnotic Coach Certification (43.5 hours)
3.5 hours of Pre-work
40-hour intensive, in-person week
All class assignments due and comprehension test completed by the end of Level 4

Pre-work (to be completed prior to Day One)

In preparation for the intensive, review Part One of the *Happy Whole Human Hypnotic Coaching Certification Handbook* and take the online exam.

Delivery	Description	Time	Materials
Day One – Introduction to Hypnotic Coaching			
In-person	Trainees will be introduced to hypnosis, given a demonstration, and learn the HWH formula to perform it themselves.	7 hours	<i>Happy Whole Human Hypnotic Coaching Certification Handbook</i>

Day Two – Happy Whole Human Foundation and Focus Hypnosis Exercises

In-person	Trainees will learn how to facilitate a Cellular Block Clearing, the HWH Foundational Hypnosis Exercise, and the Focus Hypnosis Exercise via demonstration and practice.	7 hours	<i>Happy Whole Human Hypnotic Coaching Certification Handbook</i>
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Day Three –Happy Whole Human Integrated Self and Sub-personality Work

In-person	Trainees will learn when to use sub-personality work and how to facilitate the HWH Committee Hypnosis Exercise, and the Parts Work Hypnosis Exercise via demonstration and practice. EPC and R & C protocols will also be taught.	7 hours	<i>Happy Whole Human Hypnotic Coaching Certification Handbook</i>
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Day Four - Happy Whole Human Inner Child and Future Self Hypnosis

In-person	Trainees will learn how to facilitate the HWH Inner Child and Future Self Hypnosis Exercises via demonstration and practice.	7 hours	<i>Happy Whole Human Hypnotic Coaching Certification Handbook</i>
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Day Five - Self-hypnosis and Harnessing the Power of the Subconscious			
In-person	Trainees will learn how to empower clients with self-hypnosis, and how to allow a client's creative subconscious to lead them to transformative insight while in a trance state via demonstration and practice.	5 hours	<i>Happy Whole Human Hypnotic Coaching Certification Handbook</i>

Day Six - Using and Writing Customized Scripts			
Tele-class	Trainees will learn how to use subject-specific scripts and write customized scripts via demonstration and practice.	7 hours	<i>Happy Whole Human Hypnotic Coaching Certification Handbook</i>

HWH Coach Training Level 5 – Happy Whole Human Supervised Practicum (29 hours)

1.5 hour Tele-class

20 hours of work with clients

5 hours of administrative work

2.5 hours of HWH Mentorship

All class assignments due and mentorship session completed by end of All-in-One Program

Name of Module	Description	Time	Materials
Week One – Introduction to Happy Whole Human Practicum			
Tele-class	Introduction to practicum.	1.5 hours	<i>All Happy Whole</i>
Homework	Trainees will establish their own coaching practices and do 20 sessions with clients. They will create 2 client case studies, utilize appropriate client paper works and prep forms. Students will also spend 5 hours on business development.	25 hours	<i>Human Materials</i>

Mentorship – 2.5 of the 5 hours remaining of 10 for All-in-One Certification Program

To be completed by last day of program.

Lisa will go over the practicum records and provide mentorship to students as they work with clients.

HWH Coach Training Level 6 – Business Development (7.5 hours)

1.5 hour Tele-class

3.5 hours of homework

2.5 hours of HWH Mentorship

All class assignments due and mentorship session completed by last day of program

Name of Module	Description	Time	Materials
Level 6 - Business Development			
Tele-class	Introduction to Level 6.	1.5 hours	<i>All Happy Whole Human Materials</i>
Homework	Trainees will customize Happy Whole Human templates and materials and prepare to launch their own businesses using the existing HWH tools with appropriate support and attribution.	3.5 hours	

Mentorship – 2.5 of 2.5 hours remaining of 10 for All-in-One Certification Program

To be completed by last day of program

Lisa will go over all aspects of trainee performance throughout the HWH All-in-One Holistic Wellness Coach Certification process, celebrate success, discuss areas for professional development and next steps.