

MODULE 1

Preparing To Be A Lifestyle Weight Management Coach

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INTRODUCTION

Your training to become a Lifestyle Weight Management Coach begins! Please do NOT just scan your class materials. You must thoroughly read everything you are sent. You will receive Client Chapters, as well as Coach Training Modules. As a CIT, you are responsible for the information and assignments in both.

Remember: the goal is to become familiar with your resources so that you'll always know where to find the answers, not that you have everything (or even anything) memorized.

- Start a (large) Binder with 5 sections for all handouts:
 1. CIT Welcome Guide and MA Getting Started Guide
 2. Forms & Outlines (you'll receive these throughout class)
 - ▶ Coaching Outline,
 - ▶ Coaching Checklist,
 - ▶ Documents Registries,
 - ▶ Names List, etc.
 3. Client Chapters 1-10
 4. CIT Modules 1-9
 5. Notes (optional)
- Print and read ALL downloads in the order you receive them, and place them in the proper section of your Binder
- Complete the Assignments on page 2 of the CIT Welcome Guide
- Schedule your Follow-Up Appointment with your Sponsor (My Appointment is scheduled for _____.)
- Put all class dates on your personal calendar (see page 3)



The single most important gift you can give another is encouragement

Note:

You will receive two types of documents:



Those bearing the apple watermark will be shared with your future Clients based on the instructions provided in the Coaching The Client Outline.



Documents bearing the clipboard watermark like you see on this page are for Coaches only.

CLIENT MATERIALS

Read and complete all assignments contained in these handouts:

Chapter 1: Preparing For Your Success (arrives one wk before class)

Chapter 2: Phase 1 (all 3 versions) (arrives Wednesday before class)

YOUR NEXT STEPS

- Print and read everything. Complete all video assignments.
- Write down any questions: Ask your Sponsor or a Trainer for any clarification you may need. Business Building 101 is our first priority. Two Partners and 10 Clients. It takes consistency. We are very excited for you as you embark on this fabulous journey. Never feel that any question is unimportant or that you can't come to me or the team for assistance.

Please do not share any documents with others outside the class until you are instructed to do so.

YOUR JOB ONCE CLASS BEGINS

- Submit your Journals via text message to both Trainers (preferably by 10pm EST) each day.
- Participate in each weekly Conference Call. You can't miss: Put it in your calendar (see page 3 for dates and times)
- Make piles of friends (online and everywhere you go)
- Do all your homework (it won't be much and you will enjoy the process)
- Be positive every day!

This is going to be FUN and informative. LET'S BUILD HEALTHY PEOPLE!

COURSE SCHEDULE

The Class meetings listed below are **REQUIRED**. **Fill in the corresponding dates and put the events in your calendar.** You must call in for each week's conference call, unless you have made arrangements in advance with a Trainer. Each week, you will receive a link to a Resources page which will include a recorded Webinar. It's up to you when to watch this, but you must answer and email your responses to the 3 Weekly Questions **BEFORE** the following week's live call.

DATE	EVENT
1 Week Before Class Begins (Sunday, ____/____)	Trainers begin sending Class materials to CITs
5 Days Before Class Begins (Wednesday, ____/____)	Return completed CIT Agreement, Client Questionnaire and Release & Waiver Documents to Trainers (see CIT Welcome Guide for all 3 forms)
Day 1 (Monday, ____/____)	Begin Phase I and Daily Journals (<i>Journals continue throughout class</i>) Week 1 Conference Call (9:30 pm EST)
Day 8 (Monday, ____/____)	Week 2 Conference Call (9:30 pm EST)
Day 15 (Monday, ____/____)	Week 3 Conference Call (9:30 pm EST)
During Week 3	One-on-One Phone Call With Trainer(s) (Date TBD)
Day 19 (Friday, ____/____)	<i>Begin sending emails sent to YOUR potential Clients</i>
Day 22 (Monday, ____/____)	Week 4 Conference Call (9:30 pm EST)
Day 27 (Saturday, ____/____)	Certification Exam Due (by noon in YOUR time zone)
Day 31 (Wednesday, ____/____)	Week 5 Live Webinar & Graduation (9 pm EST)
Day 31 (Wednesday, ____/____)	<i>Registration Deadline for YOUR first coaching class</i>
Day 43 (Monday, ____/____)	<i>YOUR first online coaching class begins</i>

PRACTICAL COACH TRAINING

Preparing to be a Lifestyle Weight Management Coach

1. Order your scale if you haven't already. See your CIT Welcome Guide for details. DON'T confuse "body fat" with "BMI." They are not the same. Ask your Sponsor if you aren't sure.
2. Go through the CIT Welcome Guide with your sponsor PRIOR to the class start date (fill in the date of that appointment on page 2).
3. Make sure you own a smart phone or a phone that will send & receive photos via text message. Send a GROUP text message to BOTH Trainers (see CIT Welcome Guide for our numbers) TODAY. Be sure to include your name so that we can add you to our Contacts.
4. Send Facebook friend requests to both Trainers (see CIT Email 1 for links to our pages) so that you'll be ready to report your progress to us each week. If you don't have a Facebook account, create one NOW.
5. Join the CIT Remind Group by following the instructions from CIT Email 1. We will use this system to send out important class reminders to the whole group. This tool allows us to easily communicate with everyone without bombarding everyone's phone with responses from the entire group. Your messages to the Trainers should still be done via regular group text messages as described in number 3 above.
6. Begin planning for your business cards: The Print Center on your portal makes it easy. Make sure your cards include:
 - Your e-mail (Example: coachbarb@gmail.com (Having "Coach something" is always good) If you have a domain name for your portal, you can create an e-mail (usually) something like: coachbarb@yourdomainname.com)
 - Your title (Example: Lifestyle Weight Management Coach or Lifestyle Coach)
 - Your cell phone number and your Facebook page with "Find me on Facebook" or something similar. (I'm assuming you have a Facebook page – if not, create one.)
7. Start cleaning out your kitchen of anything that will sabotage you. Prepare yourself to be 1000% COMMITTED to your own success by preparing as instructed AND preparing to eat.
8. On page 2 of Client Chapter 1, you'll find an outline of what to expect in the Client materials. Client materials will always come in a separate email. Frequently, you'll receive two emails back-to-back: one with CIT materials, and the second with Client materials. You must read BOTH. Your Client emails are EXACTLY what your potential Clients will be receiving from you; this class lets you experience the full program as a Client would.
9. Set aside a little time each day to read, work on class assignments or watch assigned videos. Don't procrastinate. This class should never be overwhelming.
10. Print several copies of the Names List (see page 5). Fill in the name and contact information of anyone who asks about what you're doing. You'll begin sending emails to potential clients on Day 19. This form makes sure everything is in one place.
11. Don't be afraid to ask your Sponsor for help.

