



**Earn While You Learn™**

# WCI Student Manual

## Overview

The manual covers the following: getting started as a student, program outline, general program details and requirements, as well as graduation and certification information.

## **Welcome!**

Welcome to the World Coach Institute!

We are excited to have you join us and are certain you will love it here.

### Accessing Your Student Center

As soon as you have read through this manual please review the WCI Student Agreement.

Next, email the WCI Student Agreement to [director@worldcoachinstitute.com](mailto:director@worldcoachinstitute.com) with the following in the body of your email:

“I have read, understand and am in agreement with all statements in the attached WCI Student Agreement.”

After you have submitted your WCI Student Agreement you will receive your password for the WCI Student Center. Even though your lessons do not begin immediately you are still more than welcome to access the WCI Student Center and download WCI Coach Tools and other valuable resources.

To access the WCI Student Center please go to [www.worldcoachinstitute.com](http://www.worldcoachinstitute.com) and click on the student login button on the top right-hand side of the website or access it directly via the following URL:

<http://www.worldcoachinstitute.com/WCIStudentCenter.html>

Passwords are no longer valid after you graduate so be sure to download anything you need before your course ends.

## **Vision**

Every business needs a vision and every business needs to fit into an overall life vision.

To get started, please complete the attached WCI Student Vision worksheet and submit this to [director@worldcoachinstitute.com](mailto:director@worldcoachinstitute.com) before your first class.

## **Program Outline**

The following outlines the teleclass modules. One module will be taught during each class.

1. Coaching Overview, ICF Code of Ethics & ICF Core Competencies
2. Establishing the Coaching Agreement
3. Powerful Questioning
4. Active Listening
5. Direct Communication
6. Establishing Trust and Intimacy
7. Coaching Presence
8. Creating Awareness
9. Designing Actions, Goal-Setting, Managing Progress and Accountability
10. Personal Foundation
11. Business Set-Up
12. Website Development & and SEO
13. Marketing & Multiple Streams of Income
14. Seminars, Workshops, Group Coaching and Laser Coaching
15. Client Tests and Assessments
16. Becoming ICF Certified

## Niche Certifications

- If you have registered for a niche certification program (e.g. Certified Wellness Coach) you will receive a log-in (after you have completed the teleclass portion of the course) to the Niche Student Center which will contain the following
  - Set of modules (or lessons) - These lessons build on the teleclass lessons
  - Niche Assignments Workbook
    - Each lesson contains an assignment that needs to be completed
    - Assignments can be completed as quickly as you wish though you do have up to two years to complete your course
    - Please complete all assignments and submit your Niche Assignments Workbook to your Instructor
  - Additional materials and WCI Coach Tools
- You will receive your certification via mail once:
  - Once your assignments have been reviewed and approved – please allow 2 weeks
  - And full payment has been made
- If you are interested in a Niche Certification Add-On course and have not yet registered you may always do so at a later date via the Post Graduate Registration Form located at the following link:  
[www.worldcoachinstitute.com/PostGraduateRegistration.html](http://www.worldcoachinstitute.com/PostGraduateRegistration.html)

## **MCC Teleclass**

- If you have registered for the MCC teleclass you will receive your introductory materials upon graduation from your foundation coach training class – be it a WCI self-study or WCI teleclass course
- MCC teleclass courses are held once per week for 17 weeks
- You will have chosen your start date already and will also receive a class welcome email along with your conference call dial-in and pin number one week before the course start date
- If you are interested in the MCC teleclass course and have not yet registered you may always do so at a later date via the Post Graduate Registration Form located at the following link:  
[www.worldcoachinstitute.com/PostGraduateRegistration.html](http://www.worldcoachinstitute.com/PostGraduateRegistration.html)

## **Program Rules and Guidelines**

- During each class we will cover the lesson materials which your instructor will email to you the week prior
- In addition, after a certain number of lessons we assign coaching buddies so you get a chance to practice your coaching skills and build your network of other coaches
  - Each week you will meet with your buddy to practice the assigned coaching skills
  - We will rotate coaching buddy pairings throughout the course

- Building these relationships means business -- Your classmates will be a wonderful source of referrals given that everyone specializes in their own niche
- And we will hold in-class coaching sessions where you will have an opportunity to be the Coach and Coachee, further developing your skills
  - You must play each role once in order to graduate

### CLASS NOTES

- Your first set of class notes will be sent to you via email one week prior to the course start
- New class notes will be sent to you via email after each class
- If you decide to print them so you can take notes we suggest printing 2 or 4 pages to a sheet to save paper and ink

### TELECLASS ASSIGNMENTS

- Each set of class notes will contain an assignment at the end
- Each assignment will have points associated with it
- You will receive an assignments checklist which will lay out the number of points each assignment is worth
- Assignments count for 50% of your total score
- You will be provided with an assignment workbook within which you will complete each assignment
- Your assignment workbook is to be turned in at the end of your course along with your final exam

### TELECLASS FINAL EXAM

- You will receive a copy of your final exam toward the end of the course
- Your final exam is open book, multiple choice and counts for 50% of your total score

### TELECLASS IN-CLASS COACHING

- Each student is required to play the role of Coach and the role of Coachee for 30 minutes during our in-class coaching session time
- We will start in-class coaching after a certain number of classes so you will be well prepared to coach
- The schedule will be sent out when we get to this juncture and you will have input into and be required to confirm your scheduled in-class coaching dates
- If you have a scheduling conflict after the final schedule has been sent out you will have to find someone in class to switch with

### TELECLASS BUDDY COACHING

- After a certain number of classes each student is required to begin working with a buddy coach each week
- Buddies are assigned and re-assigned every so often
- If you would like to be paired with someone specifically please email your instructor

### TELECLASS ATTENDANCE

- We offer several class options
- If you cannot attend a particular class you can do self-study for that class which means:
  - Reading through the notes on your own
  - Completing the assignment at the end of the notes
- You may miss 3 of 16 classes. Please let your instructor know in advance if you plan to miss a class
- Class length is about 2.5 - 3 hours
- Attendance will be taken at the beginning of class and we will go around the room at the end of each class
- Our conference call report will also confirm who was on the call and for how long

### HOLIDAYS

- We do not have class on major US holidays Labor Day, Halloween, Christmas week, New Years Day, Easter, 4th July, Memorial Day, etc.
- We will provide you with advance notice during the course of any classes that fall on these days

### PAYMENTS

- If you have chosen a payment plan, payments will be run on the 1<sup>st</sup> of every month
- Payments will begin immediately regardless of your class start date



- If you are having trouble making a payment, please proactively email us to make alternative arrangements
- If you default on two payments in a row and we have not heard from you your course will be put on hold until you contact [director@worldcoachinstitute.com](mailto:director@worldcoachinstitute.com) and make alternative payment arrangements
- The teleclass courses are fully refundable provided you have 1) made all your payments on time, 2) attended all required classes and 3) received a 70 percent or higher combined score on your assignments and final exam
- Whilst the self-study programs are non-refundable you can request and upgrade at a discounted rate to a teleclass course
- The most important thing is to make contact with us if you are having trouble making your payments

### 100% MONEY BACK GUARANTEE FOR TELECLASS PROGRAMS

If you are unsatisfied with your training we offer a 100% money back guarantee if you have:

- Attended every teleclass
- Completed your in-class coaching and buddy coaching assignment
- Completed and submitted the assignments and final exam within 30 days of the last class
- Received a score of 70% or higher for the course
- Made all your payments on time

### RESPONSE TIME

- If ever you need something or have questions or any feedback regarding class, please email your instructor who will endeavor to get back to you within 24 hours and assure that you will receive a response within 48 hours unless it's a holiday or a weekend
- Your contact: Ally Wieser: [director@worldcoachinstitute.com](mailto:director@worldcoachinstitute.com)

### TELECLASS ACCESS

Your instructor will email you a week prior to your first class with your class notes and access number. The information will be in the following format:

- Number to call to listen in on class:
- Pin number to enter when prompted:
- To mute your phone during class (to keep background noise from entering call):\*6
- Use \*6 to un-mute your phone during the call as well
- Whenever possible please dial-in on a landline to prevent echos
- Please arrive to the call on-time

### TELECLASS PLAYBACK

Your instructor will email you a week prior to your first class with your class playback access number. The information will be in the following format:

- You may dial-in to hear the class playback at:
- Pin number to enter when prompted:
- Playback is only available until your next class occurs which will replace the last class

### TELECLASS GRADUATION

To graduate you need to have completed the following:

- All assignments and exams completed with a final score of 70% or higher
- Attendance record in good standing
- Paid in full

### CERTIFICATION

Upon graduation and full payment for the course you will receive:

- Your certification via mail
- An ICF letter confirming you have completed 48 hours of pre-approved ICF credit hours (teleclasses only)
- A logo you may use in your marketing materials and on your website

We are so excited to get started and are sure you are going to love the WCI experience!

To Your Success!

**Intellectual Property Notice:**

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