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**WHAT ARE SKILLS LABS?**

Skills Labs are the practice component of your program. They are not only an incredibly valuable part of your studies with us but also a great way of increasing your chance of success as a Health Coach.

You should think of Skills Labs as your homework each week and something that you can complete anytime with anyone else from your class. You can find partners anyway you like but a great way to find a partner is to post your availability in your Facebook group or forums and we encourage you to practice with as many people as you can!

To guide your Skills Lab sessions you will be provided with a ‘Skills Lab Outline’ each week. You can find these outlines on your membership area and we will email you the latest outline each week in your program newsletter so you always have a current copy to hand.

Using the outline as your guide, you and your partner will take turns assuming the role of client and coach, working through the outline and practicing your delivery as a Health Coach.

**HOW DO SKILLS LABS WORK?**

To get going with your Skills Lab all you need to do is find a practice partner, link up at a time that works for you both, and follow the Skills Lab outline provided.

Skills Labs themselves work on the basis that you and your partner take turns assuming the role of coach and client respectively. Having this insight into both sides of the conversation allows you to help each other perfect your craft from not only the position of a coach, but also the position of the client, ultimately making sure you as a coach resonate with clients and provide the best possible service to them.

The aim is not to be perfect - certainly not straight away! - but to feel comfortable in what you are doing, try out new techniques or styles, and to be able to hone your skills in a safe environment - so go for it!

Once your Skills Labs session is completed, take some time to reflect and post your experience of the Skills Lab, your partner and the content in your Facebook group or forums. You maximize your experience by asking questions, sharing your experience and giving a shout out to the group, remember you are all in this together so don’t be afraid to support, share and question!
WHY DO WE DO SKILLS LABS?

Knowledge gained but not practiced will soon be knowledge lost and it’s never been truer than in health coaching. We included Skills Labs as part of our program to ensure you all have the opportunity to come together every week to gain some practical experience and get a feel for how you can develop as a Health Coach.

The value gained through these sessions cannot be understated so we encourage our students to not only complete these sessions but to reach out to classmates on your Facebook group and get as much practical experience as possible!

SKILLS LABS AS PART OF YOUR CERTIFICATION

We believe that actively practicing what you learn is essential to understanding and utilizing the skills and knowledge you gain on this program.

Because of this, we have made the completion of Skills Labs part of your Become a Health Coach Certification requirements.

In order to receive certification you must have completed a minimum of 50% of the Skills Labs available (excluding pillar 4). There are a total of 25 Skills Labs in pillars 1-3 of your course (one per week of content) therefore you must complete a minimum of 13 Skills Labs (only one per week counted) in order to become certified.

FINDING THE RIGHT SKILLS LAB OUTLINE

Every week of your program has a Skills Lab and they are numbered and released in-line with the weeks to which they pertain. So Skills Lab one is release as week one content is released and the content covered in the Skills Lab matches the content that is covered in Week one of the program.

You can find the Skills Lab outline you need each week in many ways, on your membership area calendar, in upcoming lessons on your dashboard, using the handouts function for your program, in your programs Certification Center, or in the program newsletter you are sent each week giving an overview of the next 7 days.

We are going to give you a quick guide on how you can locate your Skills Lab via the membership are calendar and within the Certification Center below.
Method one: Using your membership area calendar

The calendar found in your membership area contains all events for any courses you are enrolled in.

A day with one or more events within it is signified by the day being colored pink (shown by ‘A’ below). To see the events taking place on that day simply click the colored box.

After clicking the box a pop-up will open showing all the events taking place that day. In the example below you can see details for Skills Lab one for our BHC July class. The title specifies the event taking place (‘A’), the date (‘B’) shows the time that the event is released (or the case of Office Hours when it begins), and these are followed by a short description of the event itself (‘C’).

Clicking on the title of an event (‘A’) will take you directly to the relating resource, in this instance to the Skills Lab page in the Certification Center for BHC.
Once within the lesson, click ‘Start Lesson’. This will take you to the page below where you can view your Skills Lab Outline (‘A’ below) and print or download it if you wish (‘B’ below).

Once you are ready to submit your proof for the Skills Lab, click the ‘Next’ button (‘C’ below) to proceed to the proof questions. We will cover that later on in this guide!

Method two: Directly from the Certification Center
You can also navigate directly to the Certification Center to locate your Skills Lab outline from within your course. First launch your course either directly using the My Courses tile (‘A’ below) or by clicking into my courses (‘B’ below) and launching the course from there (BHC May is the course used in this example).
Once inside your course (BHC May used in this example), expand the Certification Center by clicking the heading (‘A’ below), then to access a specific Skills Lab click the corresponding lesson (Skills Lab 1 shown by ‘B’ below).

Once within the lesson, click ‘Start Lesson’. This will take you to the page below where you can view your Skills Lab Outline (‘A’ below) and print or download it if you wish (‘B’ below).

Once you are ready to submit your proof for the Skills Lab, click the ‘Next’ button (‘C’ below) to proceed to the proof questions. We will cover that later on in this guide!
ENTERING YOUR SKILLS LABS PROOFS

Because you can complete Skills Labs in your own time outside of the membership area, we have based the certification around ‘proofs’ rather than attendance of any kind.

A proof is simply your promise to us that you completed each Skills Lab. You can find the area to complete proofs in your membership area (http://access.healthcoachinstitute.com) within the ‘Certification Center’ along with other proofs required for certification.

Below is a quick step-by-step on how to locate your Skills Lab Outlines and submit your proofs on the membership area.

You can find your Certification Center within your BHC program (BHC May in this example). First launch your course either directly using the My Courses tile (‘A’ below) or by clicking into my courses (‘B’ below) and launching the course from there.
Once inside your course (again BHC May in this example), expand the Certification Center by clicking the heading (‘A’ below), then to access a specific Skills Lab click the corresponding lesson (Skills Lab 1 shown by ‘B’ below).

You will also notice that each Skills Lab has a score denoting whether it has been completed or not and the total time taken when submitting your proof. You can submit proofs multiple times so if you make a mistake when submitting don’t worry - you can run through this quick process again.
Once within the lesson, click ‘Start Lesson’. This will take you to the page below where you can view your Skills Lab Outline (‘A’ below) and download it if you wish (‘B’ below). You can comment on the Skills Lab below, giving your feedback or sharing a success here too in the comment field at the bottom of the page (‘C’ below).

Once you are ready to submit your proof for the Skills Lab, click the ‘Next’ button (‘D’ below) to proceed to the proof questions.

You will now be given 2 very basic questions, the first asking you to confirm that you completed the Skills Lab and the second asking you to indicate whether the Skills Lab was useful for you or not.

Only on the first question regarding completion does your answer count as proof toward certification, the second question is a way of us finding out whether what we are doing is working for you so if the Lab yielded results for you please say yes, and if there is something we can do better please let us know by saying no!

We review these feedback questions periodically along with comments so that we see what we are doing right and also so we can get to the bottom of any problems - please comment and let us know!

After completing these 2 questions you will receive confirmation that the proof has been submitted and you will be one step closer to BHC Certification!
SKILLS LABS FAQS

“What if I can’t find a partner?”
- Don’t worry! You should not have any issues finding a partner from your class or even another BHC class to practice, just be pro-active and reach out to your peers! Practice and helping each other are cornerstones of success in this program and everyone is looking to get some experience. If you do happen to find yourself struggling please contact support and we will look to connect you with anyone else that has reached out to us.

“Do we choose our own partners? Can I use the same partner?”
- In short - yes! But remember these sessions are all about gaining experience and becoming comfortable working with a variety of people and in a variety of scenarios so we encourage you to work with as many of your peers as possible - each partner may be able to teach you something new (and you could do the same for them!).

“Where do I get more information on my Skills Labs?”
- Each Skills Lab has a ‘Skills Lab outline’ PDF, which is a guide to the lesson and content covered in each call. This document as well as any supplemental documents can be found in the ‘Skills Lab’ lessons of your program on your membership area.

“How do I connect with my partner to practice the Skills Labs?”
- There are no restrictions on how you choose to perform your practice, common methods include via Facebook calls, Skype, Google Hangouts, or just on the telephone. You and your partner can choose the way that works best for you, let our support team know (support@healthcoachinstitute.com) if you are having any technical challenges with this and we will be happy to help!

“What if I have a question following the Skills Lab?”
- You can contact our support team (support@healthcoachinstitute.com) with your question and they will ensure that it gets directed to the right person be that support, your coach, or Carey and Stacey themselves.

“What if I have a question that hasn’t been answered here?”
- Contact our support dream team! Email support@healthcoachinstitute.com or visit our support portal (https://healthcoachinstitute.freshdesk.com/support/home).