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| **LEARNING PROCESS**  |
| **Ref**  | **The Key Coach Course**  |  **Resource**  | **Action**  |
|  | Preparing The Way  | Key Coach Course  | You should ***Prepare The Way*** **for yourself** before you begin any learning session.  |
|  | Read it & Read it  | ‘Conversations’ in the module lessons. | Read the Session Conversation in full and then over and over before you begin the learning process and then again in total every time you begin to practice.  |
|  | Observation | Video Replays  | Watch the session Role Plays over and over and over.  |
|  | Understanding the sequence.  | Pick out Key words / Phrases / Mind Map Them  | Learn the key words sequence in isolation to help you understand the flow of the conversation as an aid memoir.  |
|  | Observation | Replay  | Watch the relevant section of The Key Preview **every time** you begin to study a specific session from the programme.  |
|  | Observation Form  | Video Observation Form  | Review yourself constructively using the observation form. |
|  | Listening  | Replays  | Close your eyes and just listen to each section for a different perspective and to retain the information in a different way. Do this as you learn each section.  |
|  | Make an audio  | iPhone Recorder  | Record yourself saying each session perfectly (using script) and listen to this in the car or at home or whilst resting. **Listen when you are in the car!** |
|  | Read it & Write It  | Session  | Read each Session until you have learned it completely. You may wish to re –write it or put it onto your own mind map as this will greatly assist your learning.  |
|  | Practice it “naked”.  | Session  | Practise each section individually without using the power point or zoom.  |
|  | Practice it “with bells”.  | Session  | Once you are confident with the specific section introduce the power point slides or A4 White board and practise with this now until you gain confidence.  |
|  | Make your own audio |  | Once you are feeling confident about yourself record each section and watch it to help you perfect that section. Play it in the car or while out running etc.  |
|  | Observation | Your own critique | Have someone who will be positive and constructive critique and feedback on each section using the Observation Form.  |
|  | Client Case Study  |  | Open-up the opportunity some-one to be a case study for you. (Great Marketing Technique too)  |
| 15. | ZOOM Practice  |  | Practice by recording on zoom with another Key Coach to experience the session. |
| **16** | Video Review  |  | We will review your client case study videos and send you audio feedback |
|  | **QUALIFICATION & CERTIFICATION**  |  | **To be certified in addition to meeting all other requirements – we will require a MINIMUM of 6 Videos\* of client sessions for review and meeting delivery standards. \* More will be required were development is still required by the coach.** |
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