

# Certificate IV in Life Coaching

**10864NAT**

**<https://training.gov.au/Training/Details/10864NAT>**

**<https://training.gov.au/Organisation/Details/31275>**



# NAT10864001 – Co-actively communicate

- This unit provides the skills and knowledge and ability required to co-actively listen, question and respond to clients in the context of the coaching process.
- As effective communication is the core of coaching this unit is fundamental to the coaching process itself.





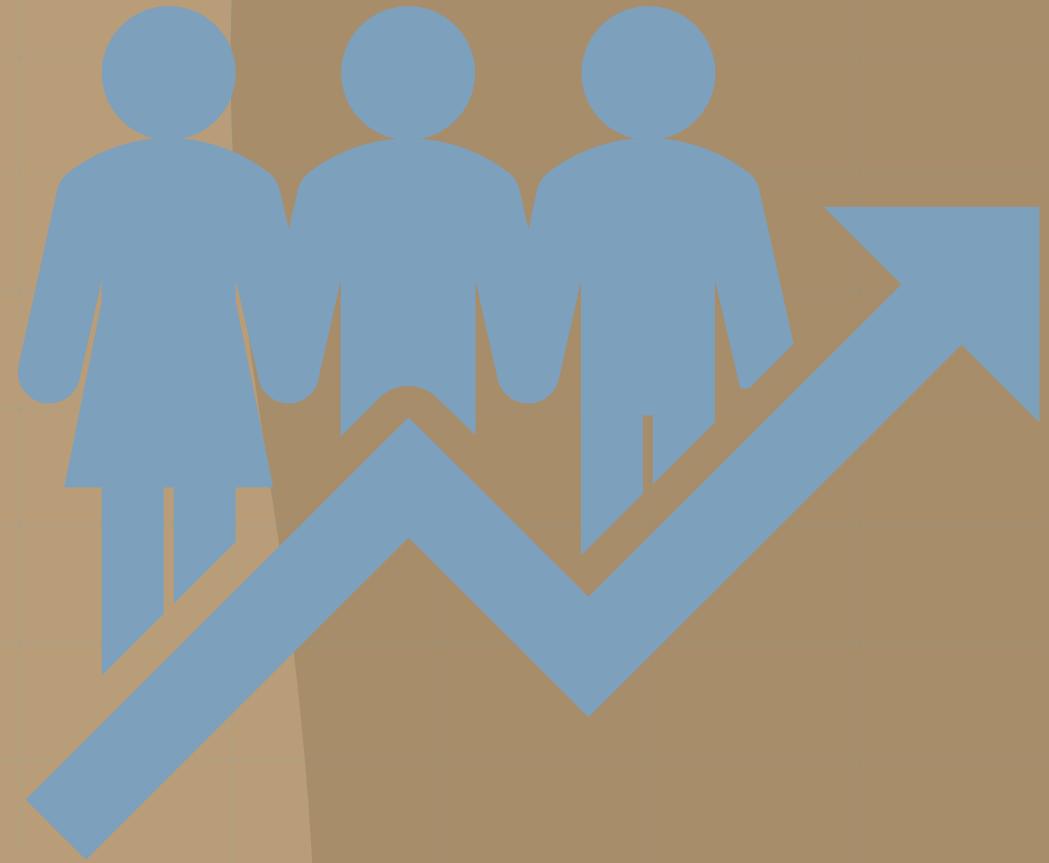
# NAT10864002 – Establish Coaching agreements

- This unit describes the skills and knowledge required to identify and establish, in conjunction with the client, the guidelines and specific parameters of the coaching relationship's agreement.



# NAT10864003 – Create a safe and supportive coaching environment

- This unit provides the skills and knowledge required to create and maintain a safe, secure and supportive coaching environment that enables ongoing mutual respect and trust.



# NAT10864004 – Coach clients using the GROW model

- This unit provides the skills and knowledge required to apply the GROW Model as a means of structuring and progressing individual client coaching sessions.
- The GROW Model is applicable to face -to -face, telephone, email and internet chat coaching modalities involving one on one coaching agreements



# NAT10864005 – Establish and maintain client records

- This unit provides the skills and knowledge required to establish and maintain appropriate and accurate client records. Records may be in the form of a paper or electronic based system, require considerably less formality than for a large organization and is undertaken by a single person. In most cases record keeping is only part of this person's responsibilities. The need for client confidentiality through strict security and use of such client records is emphasized, as is compliance with any Commonwealth, State and Territory Privacy Legislation.





# NAT10864006 – Apply NLP within a coaching context

- This unit provides the skills and knowledge required to apply neuro-linguistic programming (NLP) as a means of progressing individual or team coaching sessions.



# BSBESB401 – Research and develop business plan

- This unit describes the skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. It applies to individuals who operate a small business that operates independently, or as part of a larger organisation. Individuals in this role interpret business information and numerical data competently and are skilled communicators.





# BSBESB402 – Establish legal & risk management requirements of new business

- This unit describes the skills and knowledge required to assess and prioritise risks and identify and comply with all regulations affecting the business. It applies to individuals operating a small business or setting up a department within a larger organisation, who are skilled at communicating and interpreting legislation and regulations.



# BSBESB404 – Market new business

- This unit describes the skills and knowledge required to monitor and improve business performance via a clear strategy complementing the business plan. It applies to individuals who operate a small business independently or within a larger organisation. Individuals in this role analyse and interpret market data and are proficient communicators.



# CHCPRP003 – Reflect on and improve personal practice

- **Students learn to reflect on and improve own professional practices.** The ones who are proactive in their professional development can study this exciting course in order to make further leaps of advancements in their career lattice.

