



THE COACHING INSTITUTE

Terri Levine's  
**Coach's Resource Center**

**ARTICLES AND DOWNLOADS  
MONTHLY SCHEDULE  
FOR FIRST SIX MONTHS**



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## SUBSCRIPTION MONTH ONE

### **BUSINESS—LEARNING FROM FAILURE (ARTICLE)**

Here's a dismal statistic for you: Of the new businesses that fail, 80 percent do so within the first five years.

### **COACHING BUSINESS—NEW CLIENT WELCOME PACKAGE—(DOC)**

A template of materials to deliver to new clients: includes welcome letter, policies, new client form, invoice template and more.

### **COACHING SKILLS—60 DAY COACHING CHALLENGE (PDF E-BOOK)**

This 292 page E Book comprises a series of lessons, each of which is a self directed, insight producing tool of self improvement moving you towards your goals. You will do some self assessment as to the impact of each issue on their life. Not every item listed will apply directly to each reader. Just check those items which you feel are true for you. This check off process will help you recognize issues that may be inhibiting your personal growth and reaching your goals.

### **COACHING SKILLS—BASICS WORKSHOP 101 (DOC)**

Welcome to Comprehensive Coaching U. We are delighted you have joined us and hope that you are excited to be a part of the Comprehensive Coaching U program. You are about to begin a new learning adventure that will not only change your skills and your career, but...it may well shift your life and the way you view yourself. 5 pages

### **COACHING SKILLS—BASICS WORKSHOP 102A (DOC)**

In this module, you will learn: The differences between what you do now and coaching; the role of the client and the coach; and the importance of truth and directness in the coaching relationship: 14 pages

### **COACHING SKILLS—BASICS WORKSHOP 102B (DOC)**

Most people transitioning to using coaching skills, or to a full time coaching practice, start that transition with significant fear around their actual coaching abilities. From past students, we have found that new coaches are often uneasy in the coaching role. With this module, we hope that you can alleviate some of that fear and more quickly become comfortable using coaching skills. 14 pages

### **COACHING SKILLS—BASICS WORKSHOP 103 (DOC)**

This module contains the most basic and yet, most critical, skill for every coach: tuning into the client. By tuning in, we mean being fully attuned to and present with the client's personal core, what they are feeling and going through, and their perspective on their life and business. This means that the coach must come to the coaching call completely aware and ready to discover. Before coaching, the coach must be a student and learn about the client from the client.

### **COACHING SKILLS—BASICS WORKSHOP 104 (DOC)**

A coach interrupts the client's reaction syndrome with powerful questions, observations and requests. When presented properly, the powerful question, observation, or request will not only stop the reaction syndrome, it will "instantly illuminate" a truth for the client. In this module, you will learn how to ask the powerful question, make the powerful observation, and request the powerful action that will quickly illuminate the client's truth and move the client forward. In the next four sections, you will notice: 16 pages

### **COACHING SKILLS—DO YOU HAVE WHAT IT TAKES TO BE A COACH? (ARTICLE)**

Take this short quiz to see if you have the basic personal characteristics to become a coach.

### **COACHING SKILLS—WHAT LUCILLE BALL TAUGHT ME ABOUT LIFE (ARTICLE)**

I have been struck in the past few months by so many coaches (and I am sure non-coaches as well), who are so stuck in the business of life, work, and training that they simply put aside the fun, joy, smiles, and laughs that make life worth it all.

### **FINANCE—A DISCUSSION WITH JEANNA GABELLINI (MP3)**

Jeanne shows you how to manifest your goals and reach abundance and prosperity with ease. She guides you into becoming all that you want to be in your life, your career, your business, your health, and your relationships.



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## **SUBSCRIPTION MONTH ONE (CONT'D)**

### **FINANCE—DECLARE YOUR INDEPENDENCE! 3 STEPS TO PROSPERITY (ARTICLE)**

The attitudes we hold about money and finances are often the reasons we don't have the financial independence we deserve. In fact, the only obstacle that truly stands in our way is usually our own beliefs.

### **FINANCE—MAGNETIZING MONEY PART 1**

The first of four audio volumes with Eva Gregory, Terri Levine, Sharon Wilson and Jeanna Gabellini.

### **FINANCE—MILLION DOLLAR MARCH VOLUME 1**

The first of four MP3 files in our Magnetizing Money audio series "The Million Dollar March."

### **FITNESS—CHOOSE TO MOVE (PDF)**

A useful daily movement log to track how much "quickie movement" activity you perform each day.

### **FITNESS—CREATE YOUR IDEAL BODY BONUS REPORT (PDF)**

Dieticians and medical authorities agree that Diets and Dieting can do more harm than good. Diets are a short term solution, which are impossible to maintain, and the moment you go off a diet, your weight problem returns. Learn smarter weights to take it off and keep it off.

### **FITNESS—SEVEN WEEKS TO LIFETIME WEIGHT LOSS SUCCESS (PDF)**

Dr. Frank Smoot's proven approach to quick and permanent weight loss.

### **MANAGEMENT—COACHING AN ORGANIZATION (ARTICLE)**

Imagine you are attending a corporate training/coaching session and the session begins with a meditation, and centering, and then stating intentions. Company cultures are shifting and changing to accept spirituality in the workplace.

### **MANAGEMENT—CREATING THE COACHING SPACE IN THE ORGANIZATIONAL ENVIRONMENT**

Organizational coaching is about the process of helping an organization become perfect unto itself. Whether you take on an executive, management, personal or organizational coaching role, it is about their agenda.

### **MANAGEMENT—MOTIVATION: HOW TO IMPROVE PERFORMANCE WITHOUT SPENDING A FORTUNE (ARTICLE)**

There are several reasons why employees may not always perform at their potential. They may not know WHAT to do. They may not know HOW to do it. Perhaps they simply CAN'T do it. We must be careful to choose the right person for the job.

### **MANAGEMENT—THE WORK YOURSELF HAPPY SYSTEM (ARTICLE)**

Happy and work... do these words really go together? Most people haven't thought of them together. But, what if we changed that story? What if work became an extension of who we are and what our life vision, mission, and values are, instead of just a boring way to make money and earn our living?

### **PARENTING—GOLD MEDAL PARENTING (MP3)**

### **PERSONAL—CREATING INNER PEACE**

Learn to find the inner quiet that will guide and sustain you.

### **PERSONAL—HAPPINESS: DO YOU DETERMINE IT? (ARTICLE)**

Are you happy? What is happiness? What can you do about it? Think about times when you have felt happy. What was going on around you? When you consider all the times when you have felt especially happy, what has been the common thread in the list of examples?



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## SUBSCRIPTION MONTH ONE (CONT'D)

### **PERSONAL—MASTERMIND INTERVIEWS—Ken Keis (MP3)**

Ken Keis, MBA, CPC, is an internationally known author, speaker, and consultant. Since 1990, he has conducted over 2000 presentations, including more than 10,000 hours of coaching and HR consulting.

### **PERSONAL—SIMPLICITY, BALANCE, LIMITS, AND RULES**

This document contains four topics: Having a Simple Life, Creating Balance, Formulating Rules For Your Life, and Establishing Limits On What You Will Do Or Permit. As you think about these four topics, what do you think the theme is? One easy way to look for the theme is ask yourself "What would be different or what would I get if my life were simple, I felt in balance, I had rules by which I lived my life, and I established limits on what I would do or permit?"

### **PERSONAL—TEN TIPS TO LESSEN ANXIETY (ARTICLE)**

The anxiety I am talking about is that suffered by everyday workers, going about their business in a state of stress and discomfort. Stress feeds anxiety. Quite often it doesn't take much to turn a "worry" into an anxiety, bringing with it a string of very real physical (and mental) health symptoms.

### **SALES AND MARKETING—ARE YOU BEING OUTRAGEOUS ENOUGH? (ARTICLE)**

Recently I created an e-book consisting of 47 "Unspoken Marketing Secrets." One of the more talked about secrets stated that people will believe a wild claim if it is just side of believable. Want proof? Let me march in just a little of the colorful evidence

### **SALES AND MARKETING—EFFORTLESS MARKETING (PDF)**

A delightful and insightful look at how to effectively market your coaching business.

### **SALES AND MARKETING—LEADERSHIP, TEAMWORK, MARKETING, AND SALES (DOC)**

This module is somewhat different. Each of these issues was chosen because the issue is an area where business owners, professionals, and managers often request coaching at some point during the coaching process. In addition, each issue was chosen because it is applicable to almost any business or business role such as owner, professional, or manager.

### **SALES AND MARKETING—MARKETING MISCONCEPTIONS THAT HINDER RATHER THAN HELP! (ARTICLE)**

Considering the number of marketing experts in existence, it's funny how much the advice sounds the same—sometimes word for word: but progress is made when people dare to step out of the box and test new waters!

### **SALES AND MARKETING—SELLING AND COACHING . . . PERFECT TOGETHER VOLUME 1 (MP3)**

Volume 1 of "Selling and Coaching . . . Perfect Together" with Flo Schell. An "out of the box" look at how to maximize and combine the guiding principles of Professional Coaching with the guiding principles of Relationship Selling.

### **STOP MANAGING START COACHING—ACHIEVING EMPLOYEE GOALS (DOC)**

We call this module achieving employee goals. It is about coaching the practical steps an employee needs to take in order to go from where the employee is to where the employee wants to be. In short, it is about helping the employee plan and do—17 pages



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## SUBSCRIPTION MONTH TWO

### **BUSINESS— RICK BENETEAU VOLUME 1**

Rick Beneteau has been helping thousands of people make a great living on the Internet through his top-selling e-Books, his Mentor Message Podcasts and his blockbuster, *Success: A Spiritual Matter*.

### **BUSINESS— SMALL BUSINESS 'TRAPS' TO AVOID**

Regardless of whether the "small business" is a one-man show or a small business with up to 10 employees, when starting out we tend to concentrate/focus on one or two areas of our business and either are unaware or just forget about the other areas. There are certain mistakes that are common to many entrepreneurs and small business owners – being aware of them is the first step to avoiding them!

### **CAREER COACHING—CAREER COACHING HANDBOOK (PDF)**

Career coaching clients must understand that while you do coach them, they are the ones doing the work. There is no magic formula, no secret pill, no instant fix to their situation of not currently having what they want at work or from their career. When they sign on to coach with you, express to them that it takes time to begin to shift thoughts, feelings, and actions, and the more they participate in the coaching process, the faster their results will appear. Suggest they plan working on their coaching play work by fitting it and scheduling it into their weekly schedule. 98 pages

### **CAREER—FIVE WAYS TO COMPLAIN AND GET RESULTS—WITHOUT PLAYING 'THE BLAME GAME'**

Have you ever purchased a product or service and felt that the company or person made an error? You didn't get the service you wanted? Something wasn't quite right? Ever had this happen with a person, item, or relationship, feeling something went wrong and someone else is to blame? Possibly even feeling a lot of anger and emotional charge or reaction? Welcome to being involved in the "blame campaign"!

### **CAREER—WORK YOURSELF HAPPY (PDF)**

Working yourself happy is coming to the realization that success does not mean job burn-out, unhealthy stress, being away from the things and people you love, not having time for yourself and your needs, and not being passionate about your work. It means deciding that you will no longer tolerate a life that doesn't include work that fully nurtures you. It means that you perform incredibly at work because you enjoy it so much. It means you work less and accomplish more. It means you have a career you love and work you are passionate about. 118 pages.

### **CAREER—WORK YOURSELF HAPPY PRIMARY WORKBOOK**

The core companion workbook for Terri Levine's best selling book "Work Yourself Happy."

### **COACHING BUSINESS— COMPREHENSIVE COACHING CAREER DESIGN PROGRAM**

Grab a sheet of paper and a pen or pencil. Write the answers that pop into your head as you read each question. Do not spend a lot of time thinking.

### **COACHING BUSINESS— THE TOP 14 MYTHS ABOUT COACHING**

1. A coach is a motivator equipped with a whistle and "you can do it" attitude that gets you going. 2. People can live their lives just fine without a coach, thank you. 3. Coaching is a fad and will go away. 4. Coaches give you an ego boost full of phony praise and false inspiration. And more

### **COACHING SKILLS— COACHING SKILLS WITH TERRI LEVINE PART 1**

Part one of a 26-part audio series.



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## **SUBSCRIPTION MONTH TWO (CONT'D)**

### **COACHING SKILLS—BASICS WORKSHOP 105 (DOC)**

A master coach communicates the client's greatness to the client as an integral part of every session. That communication is not puffery, flattery, or insincerity because a coach naturally sees the best in and wishes the best for every client. Often, the coach sees the best and wishes the best even before clients are able to see it. Once the coach begins to communicate what he or she sees and wishes, clients instinctively begin to believe more boldly and fully in themselves. 14 pages

### **COACHING SKILLS—BASICS WORKSHOP 106—(DOC)**

Clients hire a coach because they want change and different results. Real difference in results comes from tangible and meaningful work by the client. It happens when clients do more than they thought they could. As a coach, you will help clients to create space and structure where they can do more or contest their own beliefs and assumptions. 13 pages

### **FINANCE— MAGNETIZING MONEY PART 2**

The second of four audio volumes with Eva Gregory, Terri Levine, Sharon Wilson and Jeanna Gabellini.

### **FINANCE— MILLION DOLLAR MARCH VOLUME 2**

The second of four MP3 files in our Magnetizing Money audio series "The Million Dollar March."

### **FITNESS— CREATE YOUR IDEAL BODY WORKBOOK**

A workbook supplement to Terri's Create your Ideal Body- A Breakthrough Easy Natural Way to Lose Weight: an interview with Terri Levine.

### **FITNESS— EATING PATTERN/SOLUTION SHEET**

A quick and useful worksheet to help you use the Create Your Ideal Body program to focus on your intentional eating patterns.

### **FITNESS—CREATE YOUR IDEAL BODY**

The groundbreaking book from Terri Levine explaining a proven successful way to lose weight and increase your health . . . without dieting!

### **MANAGEMENT— EFFECTIVELY INTEGRATE LIFE AND WORK FOR EMPLOYEES**

Organizations are finally creating cultures that support a work and life balance for their employees. After years of demanding high productivity and increasing on the job hours and expectations and not achieving the hoped-for better results, companies are finally embracing policies and procedures that support employees in integrating their life and work experience. The results are bringing higher productivity, better employee overall job performance, and fewer employee absences, resulting in greater profitability.

### **MANAGEMENT— OPTIMIZING ASSESSMENTS: THE COACH'S ROLE**

For the coach, the process of optimizing 360° feedback and other assessments, is part of helping the employee become an internal entrepreneur\* within the organization. It is also about helping the manager use the tool as part of the developmental process with their direct reports.

### **MANAGEMENT— WHAT CAN BE CHANGED IN MANAGEMENT TO IMPROVE BOTTOM LINE RESULTS?**

When change is introduced into the workplace, there is often a degree of resistance, anxiety and sometimes even ridicule of the new methodologies. People equate change with difficulty and something to be feared. This is where open communication is so important and it starts right at the very top. If you don't have the full support and understanding of key management positions, any organizational changes being made are going to be thwarted with difficulties. It is up to CEOs and Presidents to champion the cause and ensure their managerial teams are also in full support, so that it can filter down through the ranks more smoothly.



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## SUBSCRIPTION MONTH TWO (CONT'D)

### MANAGEMENT—MOTIVATING THE PEOPLE AT WORK

I want to talk to you about success, motivation, and the development of a positive attitude. Let's look at why some people of average ability have outstanding accomplishments and why many people with exceptional ability never accomplish anything. Why are some people highly motivated to grow and learn while others live a life of complacency? What can you do to encourage motivation in your organizations?

### MANAGEMENT—WHY MANAGERS CAN'T INCREASE PRODUCTIVITY WITH CURRENT METHODS — AND WHAT TO DO ABOUT IT

CEO's are in the hot seat. According to a report in the Financial Times, in recent years the trend has been that the average length of stay in the CEO position is just three years, with some being given "the boot" after just 18 months, and one as little as 12 weeks. This is less than what it was some 15 years ago. The most common reason for this high turnover is attributed to their performance, with a smaller percentage leaving due to retirement. We could also say a CEO is only as good as his management team.

### PARENTING— PARENTING LESSON 1

Parent coaching involves teaching children and coaching them to assist with their self-esteem, understanding consequences and decision-making, and how children can learn personal responsibility, good thinking and positive behaviors.

### PARENTING—PARENTING LESSON 2

You will be learning coaching skills that support coaching principles that include: allowing children to be unique; not trying to form or manage children to your expectations; allowing children to learn and grow; and staying charge neutral.

### PARENTING—WISH YOU HAD A "PARENTING MANUAL"?

An entertaining and informative PowerPoint slide show from Terri Levine, Best Selling Author and Master Certified Coach

### PERSONAL— FOLLOW YOUR DREAMS

Life is filled with changes and challenges, many of which you can't control. How you respond to these changes and challenges \*is\* in your control. Your attitude can determine a situation or you can allow the situation to control your attitude.

### PERSONAL— HEATHER LYNN JERGENS

What is the difference between reinvention and reaction? Heather Lynn Jergens knows. Reinventing is something we do every day. Most people are just not aware of it. Heather's power blend of enthusiastic, approachable intensity balanced with action, simple steps, and big results will move you from panic to power. Colleagues call Heather the Raven of Reinvention. If you are in the midst of change, you must check out Heather's books, programs, classes and coaching.

### PERSONAL— THE PASSION, THE PLAN AND THE PURSUIT

When was the last time you took a day just for yourself? If you're a small business owner or anyone else for that matter, your answer is probably never. I first learned the principal; of Extraordinary Self-care Day at a workshop given by my friend Terri Levine the author of Work Yourself Happy. Essentially an Extraordinary Self-care Day is taking one 24-hour period where you take care of yourself. You do no work at all. I know, I can hear your protest. I protested too when I first heard this idea "But you don't understand, I have to check my voicemail, I have to return phone calls, I have to answer my emails and on and on." I protested in my very best entrepreneurial voice. The truth is any of us can take a day for ourselves without consequence. Believe it or not, the world will keep spinning. Calls will wait as will email.

### PERSONAL— THE SIMPLICITY OF SPIRITUALITY

Why do we complicate things as humans? It's all SO SIMPLE. We are three parts, us humans, the physical, the mental and the spiritual. The sense of wonder and awe in life can only come from tapping into our spiritual realms. Even when we experience awe from a physical or mental accomplishment, the sense of awe itself is our spiritual realm shining through.



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## SUBSCRIPTION MONTH TWO (CONT'D)

### **PERSONAL—EVA GREGORY**

Eva Gregory, is a certified coach, speaker, radio host and author of several books including *The Feel Good Guide to Prosperity*. She has instructed thousands in person, on the radio and in dozens of teleconferences and workshops on how to deliberately create a life by design using the Laws of Attraction. Her most popular program to date is her *Leading Edge Living One Year Success Program* in which she coaches hundreds of clients worldwide. Eva is regularly featured on radio and in the media and is an Executive Producer for a positive music label Googol Press. Her new radio show, *The Thrive Factor* can be heard weekly on Voice America Business Radio, Thursdays at 12 noon Eastern.

### **PERSONAL—HOW BALANCED IS YOUR LIFE?**

"Most people are so unbalanced today that they aren't even aware of it," says Terri Levine, and she has created a short quiz to help measure the degree of balance you have between the demands of work, family responsibilities and personal time. Become aware of what and where your "gaps" are (gap – coach "talk" for the difference between what you want and what you currently have). She has created a short quiz to help measure the degree of balance you have between the demands of work, family responsibilities and personal time.

### **SALES AND MARKETING— BLOGGING TO MAKE BUSINESS BOOM**

Techniques presented by

### **SALES AND MARKETING— INTERNET MARKETING FOR COACHES**

Loreena Case, Terri Levine and Joe Vitale, co-authors of *The Successful Coach* explain the ins and outs of selling coaching services online.

### **SALES AND MARKETING— MARKETING STRAIGHT AND SIMPLE**

If you are a self employed entrepreneur/soho, chances are you don't have a sales team. Could be that you dislike networking too. You probably want to generate new customers without spending a fortune. What you need is the basics they're straight forward, simple, and they work.

### **SALES AND MARKETING— SELLING AND COACHING VOLUME 2**

Volume 2 of "Selling and Coaching . . . Perfect Together" with Flo Schell. An "out of the box" look at how to maximize and combine the guiding principles of Professional Coaching with the guiding principles of Relationship Selling.

### **SALES AND MARKETING— SALES AND MARKETING— MARKETING SYSTEM LESSON 1**

A coach provides the motivation and excitement from the outside that has the client decide from the inside on the actions they will take to achieve more of what they really desire in life and work. The coach will help the client work to get more of the things and feelings they want so that they achieve their goals at lightning speed.

### **SALES AND MARKETING— ADVENTURES WITHIN (PDF E-BOOK)**

You're about to read the earliest parts of my spiritual journey. I think you'll find it interesting and maybe even inspiring. Keep in mind that it was written well over ten years ago. This was a part of me that has evolved into who I am today. And keep in mind that what I learned through pain, you can learn through reading. In other words, where I went through some intense and some odd experiences to achieve the insights I gained from them, you can acquire the same insights from just reading this book. With that in mind, turn the page—184 pages

### **SALES AND MARKETING— MARKETING SYSTEM LESSON 2**

As a coach you get to set the way you will operate your business. You decide if you will have an office that you have clients come to; or if you will travel to clients; or if you will do phone coaching or group coaching; or any combination of these things.



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# Terri Levine's Coach's Resource Center

## SUBSCRIPTION MONTH THREE

### **BUSINESS— RICK BENETEAU VOLUME 2**

Rick Beneteau has been helping thousands of people make a great living on the Internet through his top-selling e-Books, his Mentor Message Podcasts and his blockbuster, *Success: A Spiritual Matter*. Rick's inspiring articles and interviews have been featured in hundreds of newsletters, eBooks and print publications. His common sense business advice, written in a warm, friendly style, has made the popular Canadian entrepreneur's name synonymous with success.

### **CAREER— FEAR OF THE 'BOSS'**

For many workers, their boss is far from their best friend. Thinking of being friends with a boss doesn't feel right; the boss isn't someone you go to lunch with or hang around the coffee pot chatting with. The boss is the person deciding if you are doing a good job or not and if you will get a raise or promotion or be passed up. Workers are in fear the boss might lay them off or fire them. The boss seems to be very powerful in fact causes huge fear in many employees. That fear has become the biggest obstacle to career progress for thousands of workers.

### **CAREER— OPENING THE DOOR TO YOUR FUTURE**

Throughout our lives we continue to make many new discoveries about ourselves and the world. We may find that we change and want different things or our view of the world changes or the world may actually have changed. When faced with a changing healthcare reimbursement system we can experience so many emotions. If we are laid off or our hours, salary and benefits cut or if our colleagues are suffering these things and we see our patients receiving less care, our first reaction may be that the future of our profession is in question. What if we began to view that door as the door of opportunity? The door that we can select and choose and that we have complete control of designing the career that fits who we are now, where we are at now and works with the world? That is an exciting prospect!

### **CAREER— WORK YOURSELF HAPPY WORKBOOK**

The companion workbook to Terri Levine's best selling book "Work Yourself Happy."

### **COACHING BUSINESS— MORE MYTHS ABOUT COACHING**

Read more of the myths about coaching.

### **COACHING BUSINESS—HIRING ASSOCIATE COACHES—HOW, WHEN & WHY TO EXPAND YOUR COACHING TEAM**

Join Loreena Case, Terri Levine and Josie Kelly, authors of *The Successful Coach* for a discussion centered on when and how you should begin to hire additional coaches to support your practice.

### **COACHING SKILLS— COACHING SKILLS WITH TERRI LEVINE PART 2**

Part 2 of a 26-part audio series

### **COACHING SKILLS—BASICS WORKSHOP 107 (DOC)**

Planning and doing may seem easy, almost as though a coach would not be necessary. Think, however, about your goals you had or changes you wanted to make. How often have you neglected to take the first step? Or gotten half way through and stopped because something didn't work, you felt stymied, or you lost momentum. Does this sound and feel familiar? If so, then you can truly empathize with the client who has had a large goal, but has been unable to move tangibly forward because they did not have the support necessary to plan and execute a major change. 19 pages

### **COACHING SKILLS—BASICS WORKSHOP 108 (DOC)**

Welcome to truth. We are going to ask you to inhabit the world of seeking and being truthful. In this world, you will find that truth can take many forms and is different for both the coach and the client. This world is both magical and powerful. In order to be in it, you must be open, present, and willing. 9 PAGES

### **CORPORATE COACHING—SECRETS OF CORPORATE COACHING VOLUME 1 (MP3)**

Secrets of Corporate Coaching—Part One—The first of 8 audio tapes unveiling methods and techniques for succeeding with corporate clients.



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## **SUBSCRIPTION MONTH THREE (CONT'D)**

### **FINANCE— LIFESTYLE MASTERY FOR ENTREPRENEURS**

This PDF file is a transcript of Terri's Lifestyle Mastery for Entrepreneurs system. To live your ultimate lifestyle, you've got to have income streams flowing, preferably more than one, that allow you to easily pay your bills and fund your preferred lifestyle, including all of the extras and the luxuries and the kind of things that you really want to have as part of your lifestyle package.

### **FINANCE— EXPLODE YOUR BUSINESS AND INCOME**

Learn the concepts and principles of Terri's popular "Explode Your Business and Income" program.

### **FINANCE— MAGNETIZING MONEY PART 3**

Part Three of the four-volume series "The Million Dollar March."

### **FINANCE— MILLION DOLLAR MARCH VOLUME 3**

The third of four MP3 files in our Magnetizing Money audio series "The Million Dollar March."

### **FITNESS— CREATE YOUR IDEAL BODY WORKBOOK**

The companion workbook to the best selling book "Create Your Ideal Body."

### **FITNESS— IDEAL BODY: MOVEMENT PLANNING SHEETS**

The companion worksheet to Quickie Movement Suggestions

### **MANAGEMENT— CREATING A VISION AND A MISSION**

How many times over the course of a 2-3 year period, does a company spend time, energy, and resources creating or re-creating a vision or mission? Most companies do this activity over and over again because the CEO can't move the organization to get behind the vision. The employees don't have a desire to achieve the vision, and it is meaningless to them.

### **MANAGEMENT— HEADKNOCKING, BRICK WALLS . . . AND WHAT'S A MANAGER TO DO?**

It's great to see many companies are now acknowledging that the old, traditional methods of management are not effective and they are modernizing their strategies and taking steps to improve employee morale, and therefore productivity. CEO's are taking an active interest because they have to and senior managements all over the world are issuing new guidelines and goals to their middle management to initiate. CEO's and senior managements accept that low morale among their workforce means low productivity, which in turn, means low profits. Smart companies are hiring Coaches and Consultants to turn this around

### **MANAGEMENT— HOW INDIVIDUALS AND TEAMS GET ALIGNED FAST WITH A PROCESS OF QUESTIONING, ENERGY SHIFTING, SELF-ESTEEM RAISING, AND CONFIDENCE BUILDING**

Picture yourself entering a corporate meeting, team meeting, or business meeting. There you are sitting in the room, while someone in the "expert" or "boss" chair speaks to you or at you. There you are, not aligned with that person's mission or vision. There you are, feeling apart from the process. There you are, lacking energy and the desire for being there. There you are, hearing what is going wrong and what you or your team or department needs to change or improve. How are you feeling?

### **MANAGEMENT— ORGANIZATIONAL COACHING OVERVIEW AND COMPETENCIES**

Today, organizations are experiencing similar "human" challenges. Many companies have found coaching is a viable and cost effective solution in helping face or resolve these challenges. Organizational coaching is becoming a preferred option for many organizations today.

### **MANAGEMENT—HOW TO SOLVE PERSONNEL PROBLEMS**

In every company I have consulted or coached, there exists personnel problems. Natural, you may say, and assume nothing can be done about it. But I have found a pattern behind these personnel issues, and an easy, effortless, and effective way to shift employees who are seen as "problems" to become employees with whom it is a delight to work. It is not necessary to "write off" problem employees when solutions are available that will benefit them personally and the company for whom they work.



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# Terri Levine's Coach's Resource Center

## SUBSCRIPTION MONTH THREE (CONT'D)

### **PARENTING— PARENTING LESSON 3**

To be a parent/coach you must understand you are responsible for helping your children grow their self-esteem as well as their sense of personal responsibility and integrity. From birth on, the parent coach knows this is their role.

### **PARENTING—PARENTING LESSON 4**

Let me introduce you to the idea of logical consequences. Simply put, these are consequences that flow naturally and make sense. They are not consequences that instill shame, fear, or guilt in the child. The consequences are explained logically to the child. You can help your children develop into responsible independent adults helping them to learning and following guidelines that you set.

### **PERSONAL— HELP! I'M MY OWN WORST ENEMY**

Do you know what's standing between you and success? Do you know what the greatest threat to your ultimate happiness is? Are you sitting down for this? It could be you!! We encounter self-sabotaging behavior when we are afraid of failure and sometimes afraid of success! Oh yes... you CAN be afraid of success! Humans resist changes in their lives — it's "safe" to stay in our comfort zone — even if it is boring!

### **PERSONAL— LIVING AN EXTRAORDINARY LIFE**

Living an Extraordinary Life contains top coaching ideas and tips from leading coaches from the United States, Canada, and the United Kingdom. These are published here, in one place, so you can absorb them and create your own picture of your extraordinary life as you journey through each chapter—PDF . . . 183 pages . . . 7.2MB

### **PERSONAL— OPPORTUNITIES KNOCK...OR DO THEY?**

When we think of "opportunities", we often think of chance occasions that cross our path, or are presented to us. We don't think of opportunities as something we have to actively go in search for... because opportunity knocks on our door — not vice versa. Right? Wrong. Let's not discount those very real opportunities that do fall in our lap from time to time, because this does happen and we notice it when we are alert. Sometimes we don't notice and the opportunity slips right by, with us none the wiser.

### **PERSONAL— TEN WAYS TO GET MORE OUT OF YOUR LIFE**

Physicians lead busy, stressful lives and put themselves at the bottom of their list of priorities. If you believe everything hinges on YOU, how can you continue to serve people if you are not in peak mental and physical condition yourself? How does running yourself into the ground help others? Practice what you preach. Take care of yourself. One way of achieving this is by ensuring your life is balanced. Your life should not be only about serving others — you must include yourself. If this is more easily said than done, here are 10 tips to help you get started:

### **PERSONAL— THE GIFT OF SILENCE**

"Silence is golden." We have all heard that saying, but how many of us partake of the "gold" on a daily basis? How often do we make a point of removing ourselves from the noise of life, both inner and outer, and just sitting in the silence? The silence is golden in a multitude of ways. In this chapter we will journey into the silence so that you might discover the gifts it holds for you.

### **PERSONAL— TIPS TO DISCOVERING YOUR IDEAL RELATIONSHIP(S)!**

Notice how relationships affect our disposition, our productivity, our happiness, our diversity, our flexibility, our energy and more.

### **PERSONAL—COACHING FOR AN EXTRAORDINARY LIFE (PDF)**

The idea for this book came from my work as a professional and personal coach. As I coached people of all ages, all backgrounds, and from all continents, I began to realize the powerful coaching tools I had been using were changing people's lives, as they learned to use these same tools for themselves. Later, through the coach training company that I founded, I learned that many of our students weren't in the training program to be personal and professional coaches, they were there to use the tools to be more effective in their personal and professional lives. 102 pages



THE COACHING INSTITUTE

## Terri Levine's Coach's Resource Center

### **SUBSCRIPTION MONTH THREE (CONT'D)**

#### **PERSONAL—JO ROMANO**

Create more possibility than you thought existed. Jo supports and coaches through areas of change and fear to keep you moving and from getting stranded. She models and teaches you how to activate your own coaching skills, so you can coach yourself through any hurdle when life and work throw you a curveball. Jo is a moment to moment learner who practices her skills, tests her knowledge, takes risk to amp up or push forth a new idea. She engages in habits that move her forward, is proficient at her coaching abilities, and she challenges her clients to learn new approaches to problem solving, relating to others, planning and taking action to achieve their goals.

#### **PERSONAL—KEEP UP THE PACE OR FALL OUT OF THE RACE!**

Don't you just wish you could coast for a while on what you already know? You want to get everything done and handled and then just lay back and relax for a while. Well, you know what happened in the tortoise and hare fable. The tortoise kept plugging along consistently moving forward while the hare figured he was far enough ahead he could take a break and nap a little. The tortoise wins in life.

#### **SALES AND MARKETING— INNER DIRECTED MARKETING**

Inner Directed Marketing A New Way to Prosper in Tough Times One day many years ago I asked a man how he got new business. He replied, "Angels hand out my business cards." Yes, that's really what he said.

#### **SALES AND MARKETING— MARKETING USING ADVERTISEMENTS**

A thorough discussion of effective ways to marketing your coaching business through advertising.

#### **SALES AND MARKETING— SPIRITUAL MARKETING**

In this book Joe Vitale offers a new way for you to easily and effortlessly increase your business. It's based on proven marketing techniques and timeless spiritual principles. It will reveal how your inner state of being attracts and creates your outer results—and what to do about it so you can have, do, or be whatever your heart desires.

#### **SALES AND MARKETING—MARKETING SYSTEM LESSON 3**

One of the things you need to get in your bones fast, is that just because someone does not want to hire you as their coach, does not mean they don't like you or you will never get a client. All successful coaches take rejection as a part of building a business and they learn from each rejection. Perseverance is what will make you successful.

#### **SALES AND MARKETING—MARKETING SYSTEM LESSON 4**

To grow your business you must stop listening to what the average, non-successful coach is doing or saying about growing a coaching business. The six and seven figure coaches that I know all take actions contrary to what the masses are doing as the masses are failing and not making a living.

#### **SALES AND MARKETING—SELLING AND COACHING . . . PERFECT TOGETHER VOLUME 3 (MP3)**

Volume 3 of "Selling and Coaching . . . Perfect Together" with Flo Schell. An "out of the box" look at how to maximize and combine the guiding principles of Professional Coaching with the guiding principles of Relationship Selling.

#### **STOP MANAGING START COACHING— POWERFUL QUESTIONS, OBSERVATIONS, AND REQUESTS: LEARNING FROM AND RESPONDING TO THE EMPLOYEE**

For most people, not much about finding their truth has changed since June 1936. Most people, if they find their truth at all, do so at a slow pace and as the result of unpleasant experiences and lessons. In fact, a good portion of the population spends their lives simply reacting to the present, as if they are characters in a movie responding only to what is happening around them



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## SUBSCRIPTION MONTH FOUR

### **CAREER— DON'T BE A DUMMY**

Ever been rejected for a job on the basis that you are over-qualified? What a slap in the face that can be! You'd think these companies would be eager to employ the services of someone so experienced and knowledgeable at a lower rate. So why aren't they picking up all these over-qualified potential employees? And should you under-play your work experience and qualifications in order to win a lesser position? We've heard of people who have done this, and then at the last minute when the company has decided they want just that little bit more, they have refused to look at an applicant because they had hidden their talents.

### **CAREER— IMPROVING PERSONAL PRODUCTIVITY**

Are you up to your eyeballs in alligators at work? Is your husband (or wife) angry because she or he doesn't see you much any more? Do your children wonder who you are? Are you feeling guilty and anxious about everything you are not doing? If this is you, listen up! If this is you, you need a plan, a personal productivity plan that is.

### **CAREER— WORK YOURSELF HAPPY—CAREER OPTIONS AND OPPORTUNITIES**

A second companion workbook to Terri Levine's best selling book "Work Yourself Happy," focusing on helping you find career options and opportunities within and outside your Profession

### **CAREER—THE CO-WORKER FROM HELL**

Every office has one... the co-worker from hell. That one person who rubs everyone up the wrong way, is uncooperative, unpleasant, disagreeable... well, you get the picture. There is no magic spell that can turn them into Prince and Princess Charmings, but there are some strategies you can try that might help to make working with them less stressful.

### **COACHING BUSINESS— THE PROFESSIONAL COACHING INDUSTRY IS FALLING APART. THE REASONS WHY...**

The professional coaching industry has evolved dramatically over the last decade. The profession sprung up fast, and coach training schools were created to meet the demand of people flocking to be trained and have a coaching business.

### **COACHING BUSINESS—ACHIEVING EXTRAORDINARY SUCCESS AS A COACH (PDF E-BOOK)**

This 130-page Subtitled "Nine Leading Coaches Share Their Best Practice Building Strategies" Joe Vitale writes in his forward to the book: "The truth is, no matter what you want to achieve, you can achieve it. Nothing is impossible. Anything you can imagine, you can create. The sky is not the limit at all. There aren't any limits. And the coaches in this book prove it. Each one reveals strategies, tips, roadmaps, and liberating new ideas all designed to help any go-getting coach discover that even the sky isn't the limit anymore. The sharp authors in this book all offer insights on how you can create astounding results, even miracles, in your practice.

### **COACHING SKILLS— COACHING SKILLS WITH TERRI LEVINE PART 3**

Part 4 of a 26-part audio series

### **COACHING SKILLS— YOU COULD BECOME A COACH IF**

Are you innovative and entrepreneurial, and do you enjoy sharing your knowledge with others and helping them? Do you enjoy finding new ways of doing things? Are you creative? Perhaps you are interested in doing something that will benefit society these are all "signs", you know! There is a name for all these feelings there is an answer why you may often feel frustrated because you can't express the real you!

### **COACHING SKILLS—BASICS WORKSHOP 109 (DOC)**

In coaching, we have found that if adults learn to recapture the openness and lightness of childhood, they begin to become more free and more creative about who they are and where they are going. They actually begin to look for the work and activities that bring them joy rather than weigh them down. Adults who have recaptured play are willing and able to play harder and more exuberantly with their own lives. As a result, they grow and move forward at a much faster pace than the adult who is weighed down. 5 pages



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## **SUBSCRIPTION MONTH FOUR (CONT'D)**

### **COACHING SKILLS—BASICS WORKSHOP 110 (DOC)**

This module is about coaching change. You will learn about the types of changes clients will seek, the stages of the change cycle, the challenges of change, and specific areas where you can help clients make the changes they seek

### **CORPORATE COACHING—SECRETS OF CORPORATE COACHING—PART 2**

Secrets of Corporate Coaching—Part Two—The second of 8 audio tapes unveiling methods and techniques for succeeding with corporate clients.

### **FINANCE— FINANCIAL BLUEPRINT**

Establish the financial blueprint for your coaching business, based on effective Marketing methods.

### **FINANCE— HOW TO FIND HIDDEN GOLD IN YOUR BUSINESS**

In this Special Preview Seminar you will receive the keys to unlocking the hidden treasure in your business.

### **FINANCE— MAGNETIZING MONEY PART 4**

Part Four of four audio volumes with Eva, Terri, Sharon and Jeanna.

### **FINANCE— MAGNETIZING: THE GUIDEBOOK TO ACHIEVING FINANCIAL, EMOTIONAL, AND SPIRITUAL ABUNDANCE**

Magnetizing is having the things you want in life, be they material possessions, people or experiences, line up and come right to you without struggle or effort. It is deliberately shifting your conscious mind to focus on the feeeeeeling of what you want to bring in to your life experience. When you are fully focused on feeeeeeling what it would be like to have what you want, the magic begins and the things you want, the people you want, and the experiences you want show up. Think of your "mind" as the magnet.

### **FINANCE— WEALTH: ARE YOU SURE YOU KNOW WHAT IT IS?**

"Money's not everything..." What a silly thing to say. Anyone knows money is not everything. Having it ourselves is not even the only way to get things in our lives. Yet, it represents wealth. How so? What is wealth to you? As with most things, wealth is subject to interpretation. What is YOUR interpretation of it?

### **FINANCE—MILLION DOLLAR MARCH VOLUME 4**

The last of four MP3 files in our Magnetizing Money audio series "The Million Dollar March."

### **FITNESS—QUICKIE MOVEMENT SUGGESTIONS**

Suggestions for increasing every day movement in our daily routine, together with some quick and easy body movements which you can do in the morning, evening, while watching TV, out in the garden, or wherever and whenever you like really! We've also included some more adventurous suggestions for those interested in a little sweat.

### **MANAGEMENT— HOW TO REDUCE EMPLOYEE TURNOVER**

Despite the growing trend for companies to turnover their staff frequently, or fire them and use consultants on an "as needed" basis, there is still a requirement for firms to keep their best performers for the permanent positions needed in the organization. With more and more people taking to working for themselves, or moving around experimenting with careers and employers, the task of keeping good staff becomes more challenging.

### **MANAGEMENT— USING ASSESSMENT TOOLS PART 1**

**Leadership roles require a combination of cognitive abilities and personal dispositions. These are best measured by selected personal attributes and selected skills for specific job types (of which there are about thirty).** The more specific one gets, the better the results can be.



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## SUBSCRIPTION MONTH FOUR (CONT'D)

### MANAGEMENT—THE TORN MANAGER

Managers often find themselves playing the role of middle-man because that is what they are... in the middle. Managers are the go-between for higher management and the workers. You can see how this can present a conflict of interests. How do you represent the views of the upper echelon and protect the interests of those who work under you at the same time? It can be done, of course, and is done every day. It's part and parcel of being a manager and goes with the territory along with a large dose of stress.

PARENTING— Parent as a Coach

### PARENTING—PARENTING LESSON 5

Bonding is extremely important in any relationship, but especially the relationship between a parent and a child. Parent/coaches bond with their children to help their child develop their sense of security and that feeling of "being wanted".

### PARENTING—PARENTING LESSON 6

There are many different situations that children might have trouble coping with. Most parents are not prepared for these situations, or don't ever think about them.

### PERSONAL— HOW TO IMPROVE YOUR LOT IN LIFE BY IMPROVING YOUR LIFE AND SOCIAL SKILLS

If you lack in any of the essential life skill areas, chances are you are being deprived in some way – be it financial, fun, work opportunities, experiencing new exciting things, meeting new people, traveling, trying new hobbies, and more.

### PERSONAL— KICK STARTING SELF ESTEEM

If you have a predisposition to low self-esteem and low self-confidence, you can "programme" your brain to help you boost both.

### PERSONAL— THE ART OF PRACTICE

Jeanna Gabellini interviews Lance Giroux. This E-book program is entitled "The Art of Practice" and its purpose is to support you in taking immediate action to achieve your goals. It is designed for use, which means

### PERSONAL— THE DAILY MOTIVATOR

Practical advice from Ralph S. Marston Jr. on achieving your goals in life.

### PERSONAL— THE TOP 7 SIGNS OF SELF-SABOTAGING BEHAVIORS

Going for what you want but feeling like something is road-blocking the way? Finding yourself \*not\* doing some of the things you know you should be doing? You may be a victim of sabotage—self-sabotage. How do you know, and what can you do about it? Read on and see.

### PERSONAL—SHELBY COLLINGE

This week Terri interviews Shelby Collinge. With Clients in Over 18 Countries, Trainer and Success Coach Shelby Collinge Teaches You To Learn How To Harness The Power of Leverage So That You Do More Sales AND Business With Less Effort" Having sold high tech software to all of Silicon Valley's premier corporations for well over a decade, Shelby learned first hand that leverage trusting relationships, time and success led to far greater professional success and satisfaction than traditional sales approaches. Shelby's thought provoking products, programs, personal one on one coaching and two newest books help her clients reach their highest potentials

### SALES AND MARKETING—ADVANCED SPIRITUAL MARKETING (PDF)

An Inspiring Interview with Dr. Joe Vitale. 30 pages



THE COACHING INSTITUTE

## Terri Levine's Coach's Resource Center

### **SUBSCRIPTION MONTH FOUR (CONT'D)**

#### **SALES AND MARKETING—GETTING IN THE FLOW**

What unspoken message are you sending your clients and customers? Is your personal energy field projecting positive, high vibrational energy or just the opposite? The latter will cost you business—and worse, you won't even realize it. The energy I'm talking about here has been called many things, "being in flow," "in the zone," "locked on", "jazzed", "sending out good vibes," (that last one is for anyone old enough to remember the 60's). Have you ever gone to a business networking event or function and noticed that there are always a few people that everyone flocks towards? If that's not you, maybe you need to do some work to align your energy. You see, other people are attracted to that energy, whether or not they even know it.

#### **SALES AND MARKETING—MARKETING SYSTEM LESSON 5**

Ok, you are ready to grow your business and to add more clients. You have the desire to be a six or seven figure coach and are open to following a formula that works vs. trying your own thing. Now, it is time for you to create your personal business plan. Don't panic and think you need to spend a lot of time on some giant project. It is not something that has to be lengthy it just has to give you daily marketing actions.

#### **SALES AND MARKETING—MARKETING SYSTEM LESSON 6**

The basic concept of this lesson is making your image work so you can build relationships. If you decide to work alone, or if you team up with other coaches, you will want to find a way to get out often and see prospects in person. Some coaches think when they leave a corporate job behind they don't need to get out of the house and this is a big mistake.

#### **SALES AND MARKETING—PUSH BUTTON PERSUASION**

Learn about Terri's unique system for taking advantage of the radically changed, Internet-driven Marketing universe.

#### **SALES AND MARKETING—SELLING AND COACHING . . . PERFECT TOGETHER VOLUME 4 (MP3)**

Volume 4 of "Selling and Coaching . . . Perfect Together" with Flo Schell. An "out of the box" look at how to maximize and combine the guiding principles of Professional Coaching with the guiding principles of Relationship Selling.

#### **STOP MANAGING START COACHING— TUNING IN TO THE EMPLOYEE**

This module contains the most basic and yet, most critical, skill for every coach: tuning into the employee. By tuning in, we mean being fully attuned to and present with the employee's personal core, what they are feeling and going through, and their perspective on their life and business. This means that the coach must come to the coaching call completely aware and ready to discover. Before coaching, the coach must be a student and learn about the employee from the employee.



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## SUBSCRIPTION MONTH FIVE

### **CAREER— GETTING ALONG WITH THE BOSS**

Your Boss holds your future prospects in his/her hands. Expect very few favors from a Boss who does not like you. Some Bosses are hard to please and get along with. Some have excellent qualifications but no idea when it comes to dealing with people. Of course, not all bosses are like that. Bad relationships with the Boss cannot only mean missed advancement opportunities; it is one of the major reasons for high staff turnover. If you resign because of the Boss, you may also expect a dent in your professional reputation. Imagine having to provide such an 'ex' Boss as the contact referral person at your next interview?

### **COACHING BUSINESS— COACHES LACKING INNOVATION WILL FAIL!**

After writing the list below and sharing it with some of the most successful coaches in our industry, they all asked or suggested to me not to publish it. Why would I publish something like this? So while I was thinking about these responses, I showed it to some coaches who, in comparison, are struggling. Their response was quite the opposite. They wanted to learn more. They wanted more knowledge and training and were quite specific about wanting more experience on such innovative processes as those I'd mentioned.

### **COACHING BUSINESS— CRUMPLED PAPER (OR YOU HAVE A CHOICE)**

The professional coaching industry has evolved dramatically over the last decade. The profession sprung up fast, and coach training schools were created to meet the demand of people flocking to be trained and have a coaching business.

### **COACHING BUSINESS— THE BUSINESS PLANNING PROCESS**

This module will cover four issues relating to the business planning process. Section one covers basic knowledge the employee and coach need to know to have a place to begin. Section two discusses helping the employee find and articulate the objective and mission of the business. Section three covers keys to success in the planning process and; section four focuses on the people planning issues that businesses face.

### **COACHING BUSINESS— WHAT IS THE DIFFERENCE BETWEEN COACHING AND ADVISING AND DOES IT MATTER?**

The professional coaching industry has evolved dramatically over the last decade. The profession sprung up fast, and coach training schools were created to meet the demand of people flocking to be trained and have a coaching business.

### **COACHING SKILLS— COACHING SKILLS WITH TERRI LEVINE PART 4**

Part 4 of a 26-part audio series

### **COACHING SKILLS—BASICS WORKSHOP 200 9DOC)**

Welcome to the first of three modules focusing on advanced coaching skills to assist your clients with their personal growth. The issues contained in Personal Issues I, II, and III are issues that occur frequently for clients. Coaching around these issues, and the client's ability to resolve these issues, often provides the tools necessary for the client to create a life that is truly perfect. 17 pages

### **COACHING SKILLS—BASICS WORKSHOP 201 (DOC)**

This module is about advanced skills for coaching clients past their fears. The material here will help you help clients identify their fears, tell the truth about them, and act to eliminate them in four areas: money, truth, leftovers, and self-belief. The sections will provide information, exercises to use with clients, and will require you to develop coaching tools for yourself. Again, as with all issues, not every client needs, should, or will want to work on these issues. If, however, one of these areas arises as a coaching issue that the client wants to work on, you will have the necessary tools and skills to assist the client. 20 pages

### **CORPORATE COACHING—SECRETS OF CORPORATE COACHING—PART 3**

The third of 8 audio tapes unveiling methods and techniques for succeeding with corporate clients.

### **FINANCE— MAGNETIZING MONEY**

The companion volume to our four-volume audio set "Magnetizing Money" with Terri Levine and Eva Gregory.



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## **SUBSCRIPTION MONTH FIVE (CONT'D)**

### **FINANCE— MONETARY ISSUES FOR A BUSINESS**

As a coach in small business and professional practice area, you will need to be coaching both the business owner and the business. You will need to be able to point out to the owner the differences between the business's needs and the employee's needs where necessary. You will also need to be able to help the owner see how the business interacts with his/her life and yet how it must be treated as a separate entity at the same time.

### **FITNESS—STRATEGY PLANNER TOOL**

A simple planner for developing strategies to help you conquer specific weight loss and other fitness obstacles.

### **MANAGEMENT— ARE YOU A CONTROL FREAK?**

So you're the boss... do you insist everything be done your way, because after all, you're the boss, you're supposed to know best? Are you short-tempered and lose your temper easily when mistakes are made? Do you suffer high levels of anxiety about the performance of your department, and feel the need to keep looking over everyone's shoulder to make sure they are doing it right (and probably doing it "your" way)? If so, you are the Boss from Hell. Sorry, there is no nice way of putting it.

### **MANAGEMENT— WHAT TO DO IF YOUR COMPANY IS INVOLVED IN A SCANDAL**

You don't have to look much further past Enron or Worldcom to discover more and more companies and once respectable businesses being caught out in one scandal or another. To many employees, this discovery is as painful as if it had occurred within their own family, because to many employees, their company is like family. It's easy if you are looking for a new employer, you can do your research on potential employers, checking their social responsibility record, it's culture, and it's financial practices and ethics and know beforehand that this is not a company with whom you wish to associate. However, if you are already employed with a company whose closet skeletons are suddenly revealed publicly, it can be an alarming experience: so what can you do? What should you do?

### **MANAGEMENT—USING ASSESSMENT TOOLS PART 2**

There are many ways of evaluating an individual's skills or approach, and predicting their likely behavior from the results. At one end of the scale are fairly simple tests designed to evaluate specific skills and abilities, such as an examination or driving test. At the other end of the scale lie batteries of personality tests, designed to build as complete a picture of a person's style and approach, in general terms, as possible. DISC lies somewhere between these two poles.

### **PARENTING—PARENTING LESSON 7**

In Lesson Six we discussed how parents could help their children cope in difficult situations such as divorce, death, etc. In this lesson we'll discuss how you can use better communication skills with your children. Be certain you have done the work in the previous lessons before moving forward with this lesson.

### **PARENTING—PARENTING LESSON 8**

In the coaching model of parenting, parents are not fixers. They do not rule or manage. Parenting should not be about being in control or fixing everything in the child's life. The parent needs to help and assist their children in developing a sense of worth, self-esteem, understanding consequences and responsible decision-making.

### **PERSONAL— BECOMING A COACH IN EVERY DAY LIFE**

#### **TEN WAYS YOU CAN BECOME MORE VALUABLE TO EVERYONE YOU ENCOUNTER**

Be the change you want to see occur in the world around you. We can't make other people be more considerate, helpful, honest, etc., but if everyone were to work on themselves and develop these attributes, our world would be a better place.

### **PERSONAL— INCREASE YOUR SELF ACCEPTANCE**

Many of us have grown up with negative messages or negative experiences surrounding our worth and value. Often, we don't feel worthy of living the wonderful life we clearly desire. In this article, I'll share seven success strategies to help you like yourself more. Many of my clients have used these with amazing results. I invite you to try them for yourself!



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## **SUBSCRIPTION MONTH FIVE (CONT'D)**

### **PERSONAL— THE GOAL PLANNER**

This planner is designed to provide you with a step-by-step method to plan how to achieve your most important goals.

### **PERSONAL— THE RELATIONSHIP COACHING HANDBOOK**

Whether you strictly coach in the relationship arena or you consider yourself a life or career coach, the information contained in this booklet will help you be a more effective coach when you are faced with supporting your client's desire to improve or change the quality of his or her relationships.

### **PERSONAL— USE THE GOOD CHINA**

Remember, what you focus on expands. Therefore, by appreciating and being grateful for the luxury you already have, however much or little that may be, you'll begin to attract more of the same. My wife Georgia and I have made a pact, to use our dining room, china and all, at least once a month. This is just for the two of us. I don't care if we're eating pizza, we're eating it on the good china.

### **PERSONAL—SETTING GOALS**

#### **A BEGINNER'S GUIDE**

Okay, you're reading this everywhere, hearing it from everyone — you have to set goals! That's all very well for those who know how, but setting goals isn't something we're taught in school — it's not something our parents always think to teach us. For many, it would be easier to learn Martian than to set a goal. But don't despair — these tips should have your first goal up and running...

### **SALES AND MARKETING— HOW TO IMPROVE YOUR SELLING SKILLS WITH COACHING SKILLS**

Face it. People don't want to be sold. They're tired of being one of the "suckers" who are supposedly born every minute. They're suspicious; they don't like parting with their money, and to many people, ALL sales people are the same. They know you are after their money. They know you do not have their best interests at heart. They think you are pushy and arrogant... somebody who might sell their own grandmother if it meant a bonus! But people love being coached. It's respectful and considerate of their needs. It helps them focus on what is right for them. In fact, it's all about them the client. It doesn't matter to you if you make a sale or not, and they appreciate that... in fact, they just may buy something from you after all... you're so 'nice' and honest!

### **SALES AND MARKETING—ADVERTISING SECRETS (PDF E-BOOK)**

The secrets to attracting all the customers you could ever handle. Everything you'll learn in this book is about achieving an instantaneous success in profits . . . without digging deep into your pocket.

### **SALES AND MARKETING—HOW TO GET NEW CLIENTS WITH-OUT ANY SELLING OR,**

Considering the number of marketing experts in existence, it's funny how much the advice sounds the same—sometimes word for word. There is nary an original thought. Perhaps they don't want to step out of the box for fear of being ridiculed or standing out for the wrong reasons, which is sad, because progress is made when people dare to step out of the box and test new waters!

### **SALES AND MARKETING—MARKETING SYSTEM LESSON 7**

Welcome back! I am trusting you are following as I intended and that before you are reading this, you have joined some associations, yes? If not, I ask you take me seriously when I say one step at a time. When people use this system in the progressive way I designed it, I get flooded with testimonials about their results.

### **SALES AND MARKETING—MARKETING SYSTEM LESSON 8**

I want to first state that I do not ever believe in doing FREE or pro-bono coaching as a way to attract paying clients. I do believe in doing conditional consults and my experience in doing this and in teaching others my "secret" formula, has led to my high six figure income as well as to six figure incomes for coaches who faithfully follow this.



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## **SUBSCRIPTION MONTH FIVE (CONT'D)**

### **SALES AND MARKETING—NUTS AND BOLTS**

A step-by-step discussion of how to execute Terri Levine's proven Marketing system.

### **SALES AND MARKETING—SELLING AND COACHING . . . PERFECT TOGETHER VOLUME 5 (MP3)**

Volume 5 of "Selling and Coaching . . . Perfect Together" with Flo Schell. An "out of the box" look at how to maximize and combine the guiding principles of Professional Coaching with the guiding principles of Relationship Selling.

### **STOP MANAGING START COACHING—BASIC COACHING SKILLS (DOC)**

In this module we recommend you take a full week to study and practice one basic coaching skill. You will be given a brief explanation of the skill and then you will practice that skill for a full week so you begin feeling like a coach. The emphasis is on moving you smoothly into using coaching skills before you start the more intense and demanding skills. So be prepared to play, absorb, and laugh at your mistakes. We hope that, by the end of this module, it will be effortless for you to say, "I'm a coach." 5 pages



THE COACHING INSTITUTE

# Terri Levine's Coach's Resource Center

## SUBSCRIPTION MONTH SIX

### **COACHING BUSINESS— COACH OR THERAPIST?**

There are many business coaches in the world and a lot of different certifying organizations. Some of these produce coaches with proven track records, while others, quite frankly, are a waste of time and money. Then there are some coaching schools that stress the importance of having a basis in clinical psychology, saying that coaching is, in effect, behavioral modification, which is what psychologists are trained to facilitate. But is that true? Psychologists are therapists. They treat sick people, and they help people who are facing stress to stay healthy despite their circumstances. Is that what you want in a coach? No! That is a very different type of behavior modification. Seems some people are still confused about what is and isn't "coaching".

### **COACHING BUSINESS— SUCCESSFUL SECRETS TO STARTING A SUPER SUCCESSFUL COACHING BUSINESS**

Have you always dreamed of being your own boss? Have you wanted your own business? Each year, thousands of people are entering the fast growing field of professional coaching. Some continue working their full time job and coach on the side, others take their professional skills and move into coaching full time, and others who have been downsized, or have retired, are also called to coaching.

### **COACHING SKILLS— TRY COACHING ON FOR CHANGE**

Have you ever viewed yourself as a coach to your patients? You know, the one who supports them, stands by them, motivates them yet pushes them to achieve more? These natural skills that nurses use every day are critical skills for the profession of Coaching.

### **FITNESS— HEALTH: 'CAN'T IT JUST BE FUN?'**

Our health seems like such a constant issue, doesn't it?

### **MANAGEMENT— WHAT IS WRONG WITH MANAGEMENT TODAY?**

All is not well in the corporate world. Contrary to some opinions, people do not just job-hop for the fun of it or because they are irresponsible. Stress is up and morale is down. If you follow the trail backwards, it often leads right to Management's door. Here are some common mistakes made by management and alternative courses of action they could be taking.

### **MANAGEMENT— WHAT'S BOTHERING MANAGERS?**

Tired of playing 'piggy in the middle'? They cop flack from both sides upper management and the people they 'manage'. Tired of being one of the first to blame when things go wrong? Frustrated by the lack of back up and support from the upper echelons who expect them to perform the daily miracles required to produce excellent results? They don the title of Manager or Supervisor and suddenly they are expected to know all about Human Resource issues, communication, handling people, Unions, etc. One day they are 'the best' at whatever they do and on the strength of that, chosen for promotion. The next day they are the Manager, still the best at whatever it is they do, but no further ahead with the knowledge they need to succeed in their new position.

### **PERSONAL— COMBATING THE EFFECTS OF WAR**

Morale is at its lowest ebb due to the anxiety associated with the threat of further terrorist attacks, concern with fellow workmates and loved ones fighting overseas, and decreased job security because of the economy and an unknown future. As if this were not enough to contend with, smaller, unspoken wars are fought among employees as they argue over who is right, (war protesters and war supporters), creating divisions and splitting harmony. Businesses are disrupted not only because of the insecurity of an uncertain economy, but also because they are losing personnel to military call up, leaving behind employees who must take on extra duties to cover the absentee, as well as handle the daily stress and anxiety brought on by the war itself.

### **PERSONAL— IS YOUR 'FIRE' FOR BUSINESS GOING OUT?**

Has the novelty of your new business worn off? Does it feel like "work" now? A daily grind? Are you bored? Perhaps the excitement of the early challenges has worn off? Has it become uninteresting? Let's face it, without stimulation, most things become boring and jaded rather quickly. But it is up to you to create challenges for yourself — create new goals! Brainstorm new ideas and put them into action. You don't have to just sit with what you've already achieved and wonder, "Is this all there is?"



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### SUBSCRIPTION MONTH SIX (CONT'D)

#### **PERSONAL— PERSONAL COACHING: DOING WHAT YOU LOVE AND LOVING WHAT YOU DO**

Cuts in healthcare jobs, salaries and benefits have prompted healthcare professionals to investigate other career paths. While nurses are inundated with paperwork, less direct patient care, short staffing and overwork, some have touted personal coaching as the next adjunct to a nursing career.

#### **PERSONAL— SELF-CARE DAY**

When was the last time you took a day just for yourself? If you're a small business owner or anyone else for that matter, your answer is probably never. I first learned the principal; of Extraordinary Self-care Day at a workshop given by my friend Terri Levine the author of *Work Yourself Happy*. Essentially an Extraordinary Self-care Day is taking one 24-hour period where you take care of yourself. You do no work at all. I know, I can hear your protest. I protested too when I first heard this idea "But you don't understand, I have to check my voicemail, I have to return phone calls, I have to answer my emails and on and on." I protested in my very best entrepreneurial voice. The truth is any of us can take a day for ourselves without consequence. Believe it or not, the world will keep spinning. Calls will wait as will email.

#### **PERSONAL— SEVEN SUCCESS STRATEGIES**

One of the most important elements of liking yourself is to accept yourself as you are. This is one area in which we may tend to have difficulty. Many of us have grown up with negative messages or negative experiences surrounding our worth and value. Often, we don't feel worthy of living the wonderful life we clearly desire. In this article, I'll share seven success strategies to help you like yourself more. Many of my clients have used these with amazing results. I invite you to try them for yourself!

#### **PERSONAL— WHAT DON'T YOU WANT?**

If you read personal growth or self-help books at all, including mine, you've been taught to identify what you want to have. You've been instructed to focus your intention on what you want because what you think about is what it draws to you. This idea was best expressed by the late Earl Nightingale who said "Your Mind Moves in the Direction of Your Currently Dominant Thoughts." This is an idea that can be traced back thousands of years and appears on every writing on religion, spirituality or philosophy. The Bible says, "As a man thinketh in his heart, so is he."

#### **SALES AND MARKETING— 5 SUCCESSFUL SECRETS TO EARNING AT LEAST SIX-FIGURES AS A NETWORK MARKETER**

I know of few ways to make more money than from the business of network marketing. It has the opportunity to be financially rewarding and offers tremendous potential to serve others. Where else can you share products or services you are really passionate about that assist other people, and you get handsomely rewarded for sharing those services/products, and which presents an opportunity for them to also have an exciting, rewarding, lucrative career doing the same for folks they know? It comes with flexible hours, working from home, working fewer hours than a traditional job, and really being in control of your very own income and earnings. It is no wonder network marketing is a booming industry.

#### **SALES AND MARKETING— HOW TO GET NEW CLIENTS WITH-OUT ANY SELLING OR,**

There are little known ways to bring new clients to you effortlessly, effectively and economically—without any selling. I know. I attracted 15 clients in 30 days, and have one of the most successful coaching practices in the world. The first thing you must do is to identify your burning passion or your divine calling. What is it that calls you to be a coach? What is your life purpose? Your mission? What is the burning desire and the message you want others to get?

#### **COACHING BUSINESS—HOW TO CREATE PROSPERITY & ABUNDANCE IN YOUR COACHING BUSINESS PART 1**

Loreena Case, co author with Terri Levine and Joe Vitale of "The Successful Coach," and guest speakers Kim George and Eva Gregory, share insights into the steps to take to achieve prosperity and abundance in the coaching profession. First of two parts

#### **COACHING BUSINESS—HOW TO CREATE PROSPERITY & ABUNDANCE IN YOUR COACHING BUSINESS PART 2**

Loreena Case, co author with Terri Levine and Joe Vitale of "The Successful Coach," and guest speakers Kim George and Eva Gregory, share insights into the steps to take to achieve prosperity and abundance in the coaching profession. Second of two parts



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## **SUBSCRIPTION MONTH SIX (CONT'D)**

### **COACHING BUSINESS—HOW TO SELL COACHING SERVICES AND HIRE A COACHING TEAM**

Join Loreena Case as she describes proven methods for selling your coaching services.

### **COACHING BUSINESS—TUNING IN TO THE CUSTOMER**

As a business owner or employee, it is critically important for you to be able to “tune-in” to the needs and wants of your customers, clients, and guests and respond to them. The way you “tune-in” is through the use of empathy, your ability to see the world through someone else’s eyes, to walk in her or his shoes.

### **COACHING SKILLS—BASICS WORKSHOP 202 (DOC)**

In this module, you will study advanced coaching skills in four areas: peace, happiness, passion, and what we call “leading a charmed life”. In each area, you will find assessments, exercises, and even some games that you can use with clients. These are meant to give you a base to relate with and assist clients in these areas. We also hope and expect that you will develop your own tools and ideas in these areas as you complete this module and coach your clients. 12 pages

### **COACHING SKILLS—BASICS WORKSHOP 210 9DOC)**

The next modules are about money. Business Issues I is all about money. We chose to start here because a business without money or an understanding of money will not be a business for any length of time. The business modules will be oriented around issues that are common for entrepreneurs, professionals in practice, and small businesses. The issues we have chosen for this module include knowing the financial numbers of a business, increasing income, decreasing expenses, and creating a savings or capital reserve plan. 10 pages

### **COACHING SKILLS—COACHING SKILLS WITH TERRI LEVINE — PART 5**

Part 5 of a 26-part audio series with Terri Levine

### **CORPORATE COACHING—SECRETS OF CORPORATE COACHING—PART 4**

Secrets of Corporate Coaching—Part Four—The fourth of 8 audio tapes unveiling methods and techniques for succeeding with corporate clients.

### **FITNESS—WISER CHOICE FOOD AND SNACK ALTERNATIVES**

If you can’t resist those special treats, like chocolate, apple pie, ice cream, etc. you can still enjoy these foods – just have smaller portions! Eat your treat slowly, focusing on the sheer pleasure of the flavor. By making a real experience out of eating it, you will gain the same satisfaction as if you had eaten twice the amount.

### **PARENTING—PARENTING LESSON 9**

Parenting seems difficult enough, but can prove more difficult for parents with special children. What does “special children” mean? It groups children together that have some sort of disability, be it a learning disability or physical disability. I won’t touch on all disabilities in this lesson because that would be another course in itself, but I will mention some and what you need to focus on.

### **PARENTING—PARENTING LESSONS 10 AND 11**

In these lessons we’ll summarize the ecourse and set you down the path as a more confident Parent Coach. Be certain you have done the work in the previous lessons before moving forward with this lesson.

### **PERSONAL— TRUTH**

Welcome to truth. We are going to ask you to inhabit the world of seeking and being truthful. In this world, you will find that truth can take many forms and is different for both the coach and the employee. This world is both magical and powerful. In order to be in it, you must be open, present, and willing.

### **PERSONAL—IMPROVE YOUR RELATIONSHIPS—THE HONEST AND RESPONSIBLE APPROACH**

Insights and Information for You to Drastically Improve Your Relationships



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## **SUBSCRIPTION MONTH SIX (CONT'D)**

### **SALES AND MARKETING—SELLING AND COACHING . . . PERFECT TOGETHER VOLUME 6 (MP3)**

Volume 5 of "Selling and Coaching . . . Perfect Together" with Flo Schell. An "out of the box" look at how to maximize and combine the guiding principles of Professional Coaching with the guiding principles of Relationship Selling.

### **SALES AND MARKETING—MARKETING CURRICULUM VOLUME 1 PART 1**

Marketing Curriculum Volume 1 Part 1

### **SALES AND MARKETING—MARKETING SYSTEM LESSON 9**

Now is the next action which is to get yourself in front of trade associations and speaking at conferences and conventions. Even if you don't want to speak or don't think you are the best speaker, this is a highly valuable publicity method so you'll just have to force yourself to do your best and go do it.

### **SALES AND MARKETING—MARKETING SYSTEM LESSON 10**

This lesson requires you to do some research before you take action. We are going to focus on having you exhibit and speak at trade shows and conferences. Almost every trade show or conference has an exhibitor's area and most also have speaking slots. While I do not recommend spending a lot of money on a fancy booth, I do recommend having a nice booth and image to present at trade shows and conferences that match your exact niche.

### **STOP MANAGING START COACHING—MODULE 104—BUILDING THE EMPLOYEE (DOC)**

After becoming a coach, you will get many free "gifts" that are inherent bonuses of the profession you have chosen. This module is about one of those bonuses. As a coach, you will assist employees in discovering, embracing, and growing the very best of themselves. We refer to the coach's role in this process as "building the employee." 14 pages