



# **PN Level 2 Master Health Coaching Certification**

## **Course Syllabus and Student Handbook**

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# Course overview

## Course title

**Path 1** = PN Level 2 Master Coaching Certification

**Path 2** = PN Level 2 Master Health Coaching Certification

(see “Certification and designation earned” section for additional information)

## Course description

The PN Level 2 Master Health Coaching Certification 20-week core course is a comprehensive coaching education program, in which you’ll get:

- Weekly self-study lectures with required reflection responses, thought exercises, and resources to review in preparation for your live weekly sessions.
- A weekly two-hour live hands-on practice and learning workshop (required for NBHWC credentials / optional for students only seeking their PN credentials).
- Applied coaching methods and resources that you can start practicing and implementing with your clients right away.
- Three written case study assignments –drawn from our own coaching programs– that help you practice your problem-solving, address real people’s real issues and explore some of the most current research in the field of coaching and nutrition.
- Regular evaluation and assessment to ensure that you stay on track, consistent, and accountable.
- Behind-the-scenes access to the PN “toolbox”, filled with coaching tools, techniques, and tips you can use immediately with your own clients.
- Guidance and support from a PN Master Coach and Instructor.  
(Student requests for support are encouraged.)
- A private forum where you can ask questions, network with and get support from your peers.

## Course objectives

This Certification is an intensive “deep dive” into special topics in coaching, along with more applied practice of key principles and coaching skills (such as communication, rapport-building, or goal setting). Graduates will be able to promote deeper and more sustained change in their clients by helping their clients break their goals into manageable and appropriate action steps, and by further developing their own professional skills and practice.

By the end of this Level 2 Master Class, you will be able to:

- Be a self-aware and self-questioning coach.
- Develop strong working relationships with clients. You’ll learn how to use a client-centered approach, emphasizing empathy and the “coaching alliance”.
- Be able to guide clients through all stages of the nutritional, lifestyle, and deep health coaching and consultation process.
- Learn to identify, understand, and prioritize key coaching concepts, principles, and ideas, as well as distill practical applications from broader, more abstract theories.
- Use the right tools and techniques for the job at hand. You’ll learn and practice a wide range of skills and coaching methods, and learn when to choose the correct ones for clients.
- Treat clients as unique individuals, addressing their needs holistically.

## Certification and designation earned

The PN Level 2 Master Coaching Certification focuses on helping you continue to develop hands-on, “real-world” coaching practices and skills. So, whether you have a background as a fitness trainer, a nutritionist, or another kind of healthcare provider, you will continue to learn how to coach confidently and competently, at a world-class level.

With this knowledge, you will better serve clients, helping them make important –possibly even life-saving– changes in all areas of their deep health.

For those **ONLY** doing the L2 20-week core course, you’ll earn:

*PN Level 2 Master Coaching Certification*

With the designation of:

*PN Certified Level 2 Master Coach*

For those **ALSO** completing the additional educational requirements (more details below) to qualify to take the National Board for Health and Wellness Coaching ([NBHWC](#)) exam to become board certified, you’ll earn:

*PN Level 2 Master Health Coaching Certification*

With the designation of:

*PN Certified Master Health Coach*

## Time commitment

**Core Course = 20 weeks + two weeks final exam period. Notification of pass / fail will be given to all students at the end of the final exam period.**

Break weeks may be included for your cohort to accommodate major holidays or other important events, please see your Event Calendar for specific details.

The PN Level 2 Master Health Coaching Certification core course has an orientation week, 20 weeks of core content, and break weeks as defined in your Event Calendar, followed by an optional two-week study period in which you can choose when to take your final written exam.

You will be expected to invest about 5-8 hours per week for all required coursework, including solving case studies, preparing for your weekly live sessions, answering reflection questions, completing quizzes and surveys, and participating in online discussions.

### **Optional NBHWC prerequisites**

These are self-directed, taking as much time as you need to complete.

Students who meet all of the core course requirements, receive credit for attending all 20 live sessions, and pass the final written exam, will have the opportunity to opt-in to complete the additional six self-study Health Conditions and Preventive Care units and corresponding quizzes, as well as complete three live 90-minute mentoring sessions with a PN Master Coach, followed by a final Practical Skills Assessment (oral exam).

Successful completion of these additional requirements combined with the 20-week core course will complete the NBHWC prerequisite education requirements. Completion of these requirements is self-paced and can be completed at a rate that works for you and fits into your schedule. For additional details scroll down to the section below titled “Meeting the Course Requirements”.

# Course content and materials

## Weekly lesson plan overview

Each Saturday (except for the orientation week at the beginning of the course and any break weeks), in preparation for the upcoming week, you will be assigned pre-recorded **video lectures to watch with corresponding reflection questions to complete, prep material to be reviewed prior to your live workshop**, and a **daily coaching practice / habit** to work on each week, via PN's student platform.

The goal is to give you enough time to review and prepare for your weekly live sessions.

- **Daily coaching practices** are small tasks aimed at enhancing your day-to-day coaching. These small tasks are suggestions for you to engage in and be aware of in your own coaching practice. These are highly encouraged but not required.
- **Weekly self-study lectures and reflection questions** contain information, theories, ideas, concepts, analysis, and more. Watch, listen, and reflect on these pre-recorded lectures and answer the weekly reflection questions to help you prepare for your live session.
- **Live session prep** will contain any specific material you'll need to review prior to attending your weekly live workshop. During the live sessions, you will review the week's self-study material and also engage in small group discussions, as well as live coaching practice with your peers.

In addition to your regular weekly content some weeks you'll also receive:

- **Written case study assignments.** In weeks 1, 6, and 11, you will receive a written case study assignment which you will complete and turn in during weeks 6, 11, and 16.
- **Quizzes.** You'll complete a quiz approximately every 4-5 weeks covering the previous content of the course, helping to prepare you for the final exam.
- **"How are you doing?" surveys.** Periodically we'll ask you to assess your own progress and let us know how YOU are doing.
- **Program surveys.** Periodically we'll ask you to let us know how WE are doing and how we can improve.
- **Final exam.** Students will complete a 100 question multiple-choice final exam following the completion of the course. There will be a two-week exam period following the 20-week core course in which you can choose when to take your exam. All students will be notified of their pass / fail status at the end of the final exam period.



# Course syllabus overview

## Weeks 1-5: COACHING FOUNDATIONS and THE COACHING PROCESS, AN OVERVIEW

### Week 1: Introduce yourself and what you do

- What is a coach, and what can they do? Know your scope of practice
- The power of client-centered and awesomeness-based coaching
- Connecting goals to values, priorities, and identity
- Ethical coaching and how to have a deep health focus

### Week 2: Starting a coaching practice

- Planning your coaching systems, structures, and scheduling
- Using The PN 6-Step coaching process across contexts
- Preparation and time management for effective coaching
- The GSPA model applied to growing your business

### Week 3: Building deep connections with clients

- The science of empathy, compassion, and connection
- How to develop your coaching presence
- Advanced connection skills and active listening techniques
- Leveraging space and nonverbal communication skills
- Using the power of Why with clients

### Week 4: Running an (awesome) Kickoff call

- The stages of an effective Kickoff meeting
- Balancing coaching guidance with client-centeredness
- Best practices for managing client data and records
- Goal types and how to facilitate healthy goal-setting

### Week 5: The cycle of a client relationship

- Noticing client patterns and stories
- Setting expectations and boundaries with clients
- Tactics for encouraging steady improvement over perfection
- Ending client relationships successfully (and navigating messy endings)

## **Weeks 6-10: COACHING PSYCHOLOGY AND COMMUNICATION**

### **Week 6: Advanced communication tactics for client change**

- The 5 most powerful words in coaching
- Adjusting language to promote better client understanding
- How learning works and how to structure information effectively
- Communicating (and choosing) priorities with clients
- Navigating the information ocean with clients

### **Week 7: Motivational interviewing**

- The four key components of effective motivational interviewing
- Question formatting to promote client insight
- Client resistance and ambivalence (and how to navigate it)
- Reflective listening as a tool for client change

### **Week 8: Cognitive-behavioral approaches to coaching**

- Helping clients move from reactive to proactive thinking
- CBT-style techniques for dealing with client stress, worry, and avoidance
- Building client awareness and assessment skills
- Recognizing emotions as action blueprints

### **Week 9: Building action plans that work**

- How to build an action plan with your client
- Goal-setting frameworks and when to use them
- SMART goals, implementation intentions, and other psychological techniques
- Spotting limiting factors and big opportunities

### **Week 10: Providing client support in tough situations**

- “Gut coaching” and tapping into your coaching instincts
- Helping clients “break the chain” of events that lead to unwanted behavior
- Using a strengths-focus and cultivating client self-compassion
- Addressing negative self-talk

## **Weeks 11-15: COACHING PSYCHOLOGY AND COMMON OBSTACLES**

### **Week 11: The science of mindset and confidence**

- How to spot a growth or fixed mindset
- Coaching tools for increasing client autonomy and efficacy
- The role of performance goals versus mastery goals
- Neuroplasticity and providing feedback that works

### **Week 12: Somatic psychology and the role of the body**

- Introduction to somatic psychology and the role it plays in behavior
- Building bodily and appetite awareness in clients
- How to powerfully coach a client through a mindful eating practice
- Noticing & naming as a flexible mindfulness technique

### **Week 13: Using the psychology of motivation and willpower**

- Spotting and facilitating the different types of motivation
- Advanced techniques for dealing with “unmotivated” clients
- Myths and misconceptions around ego depletion and willpower
- Using narrative therapy techniques in a coaching context

### **Week 14: Environmental and social influences on client behavior**

- Understanding client triggers and helping clients manage them
- Shaping the path using environmental changes
- The layers of environment and how to help clients audit their space
- Helping clients build rituals and manage time
- Working with kids and families

### **Week 15: Strategies to increase change readiness and soothe coaching frustrations**

- Understanding and using the transtheoretical model of change
- Impostor syndrome as a coach and how to cope
- What to do when you make a coaching mistake
- Compassion-fatigue, burnout, and keeping your “coach tank” full

## **Weeks 16-20: ADDRESSING UNIQUE CLIENT SITUATIONS and PULLING IT ALL TOGETHER**

### **Week 16: Using crucial conversations with complex clients**

- Considering sensory input and cognitive processing differences
- Steps for starting a crucial conversation
- Emotional self-regulation tools for difficult coaching moments

### **Week 17: Diversity and life stages**

- Understanding and working with various health disparities
- Accommodation, meeting clients where they're at
- Considering life stages and transitions between them
- Coaching clients of different ages

### **Week 18: Inclusive coaching**

- Understanding and working with culture
- Understand the difference between sex and gender
- Understanding and working with ability vs disability
- Using our "First Five" framework for helping clients change

### **Week 19: Body-positive coaching and working with disordered eating**

- Understanding body image and its components
- Staying in our scope of practice when working with body image
- Knowing the difference between eating disorders and disordered eating
- Recognizing disordered eating in clients
- Applying strategies to help clients reduce disordered eating patterns

### **Week 20: Looking forward: continuing to develop your coaching self**

- Continued self-development and growth as a coach
- Utilizing your unique abilities to build and support your coaching practice
- Using your referral network
- Developing a strategy for your coaching practice

# Meeting the course requirements

## Successful completion of the 20-week core course

You must:

- Complete at least 75% of the weekly self-study lessons (15/20).
- Complete at least 75% of the assigned quizzes (3/4).
- Complete and pass all three written case study assignments.
- Complete and pass the final exam, with a score of 75% or higher.
- Attend and participate in all 20 live sessions (2 hrs each week). NOTE: This requirement only applies to those students who are self-selecting the NBHWC path. Read the “Live session attendance requirements” section for more details.

On your Today page, you’ll see a progress section that will let you know where you’re at each week, helping you keep track of your requirements.

## Final exam

Your final exam, which will be delivered at the end of the program, includes 100 randomly assigned multiple-choice and true / false questions.

All questions must be answered to submit your exam and cannot be edited after your submission is complete.

You will have a two-week window in which you can study, complete your initial attempt and, if needed, a retake. A score of 75% or higher is required to pass.

If you do not attain 75% on your first go, **a single retake** will be delivered to you. You must complete your retake within the two-week exam period, so please don’t wait until the last day to take your initial attempt at the exam.

## Successful completion of the optional NBHWC requirements

Instructions and content for these **additional** requirements will automatically be delivered **to students who qualify** at the conclusion of the final exam period for the 20-week core course.

To pass these requirements you must:

- Watch and review the pre-recorded self-study lectures for all six of the Health Conditions and Preventive Care units.
- Complete the corresponding quiz for each Health Conditions and Preventive Care unit.
- Complete three 90-minute live mentoring sessions with one of our PN Master Coaches, preparing you for your Practical Skills Exam (oral exam).
- Complete and pass a Practical Skills Exam (oral exam) with 75% or higher. A detailed list of 35 core coaching skills will be provided along with a coaching scenario so you'll be fully prepared to conduct a full coaching session as the coach for your oral exam. Demonstrating 28 of the 35 core elements learned during the 30-minute Zoom session will earn you a passing grade.

## Live session attendance requirements

Students not on the NBHWC credential path are HIGHLY ENCOURAGED to attend the weekly live sessions but they are not mandatory to earn your L2 Master Coach credential through PN.

For students pursuing their NBHWC credentials:

**You are expected to attend and participate in all 20 live classes to meet your attendance requirement.** Each session is 2 hours in length and you must be in attendance for a minimum of 105 of the 120 session minutes for that week's session to count as full attendance.

If you are on the NBHWC path it is important that you look ahead on your calendar and plan ahead for potential absences.

If there is an emergency or you need to prearrange an absence due to a previous commitment, **you can miss the live session TWICE during the course, complete the make-up assignment, and still earn credit for that session.**

Make-up assignments will automatically be sent to all students who have missed the weekly live session no later than Tuesday of the following week.

Make-up assignments are not sent to students who have missed more than 2 live sessions.

Live session attendance will also be updated on your Today page by Tuesday of the following week. This is a manual process so we batch the work after we conclude all sessions for that week.

## Case study evaluation process

**You must complete and pass all three of your written case study assignments** in order to meet the course requirements.

- Case studies will be due five weeks after they are assigned. Assignment dates and due dates will be communicated in the student Event Calendar at the start of the program. You can always return to your calendar by using the Event Calendar link on your Today page.

**Case studies are graded as pass or no pass.**

In other words, you won't "get a grade" of B or 73% or 7/10. Each case study will be a little different but they will require demonstration of your coaching skills and/or your understanding of coaching theories and application.

Case studies are a way to tell a story, to apply a theory, and to solve a puzzle (the most fun).

Case studies are games.

For our clients, of course, case studies are real lives.

But in the context of this program, case studies are a way for us to play as we learn.

**If you take a wrong turn, no problem.**

You won't hurt anyone by working through one of our scenarios. It's a safe way to take risks. And you'll learn from your mistakes.

In fact, in this course, there are very few "mistakes" or truly "wrong" answers to the case studies.

There are only more and less effective solutions, which you can only know by trying them out.

In other words, "mistakes" are an integral part of the process of learning, growing, and taking risks.

We encourage you to make lots of "mistakes" along the way.

**If you figure it out, great!**

Add that to your knowledge base, and remember it for the next client who looks similar. Part of building expertise, intuition, and wisdom is simply accumulating enough "data points" for a robust mental "database".

Most importantly:

**While these case studies are assignments, look at them as a form of play.**

We take our nutrition and coaching science seriously, but science is driven by the joy of inquiry and the pleasure of curiosity.

And the "play" mindset helps us bring our "best brain" to the job — we're much more able to be creative, flexible, and synthetic when we are playing.



A case study is just a story, much like a murder mystery where the reader is encouraged to look for clues and help the detective solve the case.

Case studies ask you to observe carefully, consider the options, and then research, analyze, and interpret the problem in order to solve it.

The case studies we'll give you will be real client scenarios. We'll give you clues, information, and maybe even some red herrings along the way.

You'll have to prepare a written response, usually about 1-3 pages long. Look for specific length recommendations in each case study assignment, and try to hit the sweet spot. Too much or too little information can both bring their own set of challenges.

Again, each case study assignment will present the “story”, and ask you specific questions.

Then, it'll be up to you to “solve the mystery”.

Often, **there are many “right” answers to a case study.**

And frequently, **we're more interested in how you approach solving the problem –your comprehension, critical thinking, research, and communication skills– than whether you get a “perfect” answer.**

Some cases will require further research or reading; others won't. But **ALL case studies will require you to include learnings from your lessons, from the course.**

## In general, here's how case study assignments will be assessed:

### The “5 Cs”

- 1 Comprehension
- 2 Completion
- 3 Communication
- 4 Coaching in context
- 5 Client-centeredness

#### 1. Comprehension

- Did you understand what you were asked to do, following ALL of the instructions?
- Did you understand the main ideas and key questions?

We're not looking for how much you know. Or how much information you can regurgitate. Or what an “expert” you are. We're looking for how much you can understand. How well you can think and reason through a scenario.

#### 2. Completion

- Did you follow the instructions you were given?
- Did you address each piece you were asked to do?
- Did you follow the steps outlined?

In general, case studies ask you to do several steps:

- Observe: Gather data, look for clues.
- Comprehend: Understand and grasp what the story is about.
- Analyze: Assemble the clues, do research to investigate / learn more.
- Synthesize: Put the clues together and come up with a plan or explanation.
- Evaluate: Assess how effective and appropriate your solution is.
- Apply: Think about how to transfer the main ideas and findings into another situation.

**Notice that there are six “tasks” — observe, comprehend, analyze, synthesize, evaluate, and apply.**

To pass the assignment, you will need to tackle each one. So take your time, think it through, and make sure you’ve covered all the pieces.

### **3. Communication**

- Are you able to communicate professionally and effectively?
- Is your writing clear, correct, and understandable?

### **4. Coaching in context**

- Do you understand why we might ask you to work through this particular case study at this particular time?
- Do you understand how this case study fits into the rest of the program, or how it addresses the other issues we’re talking about?

For instance, within your course content, we talk about translating theory (such as research studies) into practice (such as client recommendations). A corresponding case study is designed to illustrate that.

So as you work through the case study, you’ll want to utilize all of your learning material up to that point in the course to see how it fits in, and reflect that context in your responses.

### **5. Client-centeredness**

- Do your answers show a client-centered approach?
- Are you collaborating with the client and working with their agenda (rather than pushing, directing, or telling the client what to do)?

You will learn more about a client-centered (versus a coach-centered) approach in Weeks 1 and 2 of the program.

## Getting specific feedback

Upon receiving your pass or “needs revisions” notice from the coaching team, if you have additional questions or would like additional feedback on your case study please reach out to the coaching team and we will be happy to respond or add more detail to our original response. We will also provide a recap video for the entire cohort after we’ve graded everyone’s case study to help provide more context and share different perspectives and approaches.

If you’re having trouble, review your case studies using the above criteria:

- Comprehension
- Completion
- Communication
- Coaching in context
- Client-centeredness

And see where you might need to do a little extra work to improve after some self-reflection.

If you still have questions, don’t hesitate to reach out to the coaching team for additional support and feedback.

## Sample case study with student responses

You can find a sample case study assignment along with example responses from students here: <https://get.pn/level2-eeyore>

# Academic honesty

This course format is fairly open. Nobody is looking over your shoulder to make sure you don't cheat on quizzes or plagiarize your case studies from Wikipedia.

**We're trusting you to make the right decisions.**

Remember, this course is mostly about *process*.

Do the work, act with integrity, engage actively in the process, and the results will come.

You already know this from working with your clients:

**There's no substitute for consistently doing the work.**

There's no magic bullet or shortcut, whether you're transforming your life or becoming a supercoach.

You have to walk the path, step by step.

Cheat, and you only cheat yourself.

You want to be a top-notch professional? Great, start practicing professional integrity.

That being said, if we notice or are made aware of any academic dishonesty or plagiarism, you will be asked to remove yourself from the course at that time.

# Connection, support, self-evaluation, and feedback

## Connection

Something we've heard many times since we originally launched the program in 2015 is how much our students have gotten out of networking and connecting with one another. Within the course, you'll have several ways to connect with your peers.

Attendance at the weekly live sessions is an easy built-in option and you'll find you have plenty of time to connect and learn from your coaching team and peers during these sessions. Session dates and times can be found using the Event Calendar link on your Today page.

### Your L2 private FB group

Joining is easy simply follow the link found on your Today page menu and via your personal Facebook account, you can request to join and become part of our private group.

### Coaching office hours

**This is your #1 place to create a connection with your instructors and your peers!**

You'll have the opportunity to join drop-in sessions each week; these are open sessions designed to give you a safe place to ask questions, connect, and simply talk about coaching with your peers (and coaching team), in a less structured environment than the weekly live sessions.

# Support

## Coaching / course support

The easiest way to connect with your coaching team is to use your “Contact your Coach” button on your Today page menu, which will be available to you on Monday following the orientation week. Ask questions, get mentoring, tell us how you’re doing. We love to support you and answer your questions: All you have to do is ask! If we don’t know the answer, we’ll do our best to point you in the right direction or do some additional research on our end to help you out.

Or you can attend one of the coaches’ office hours during the week if it fits with your schedule.

**Weekly office hours** are not just for connecting with your peers: These also **serve as a primary way to get mentorship from your coaching team**. They’re less structured than our weekly live sessions and provide a safe space to explore and ask questions about your own coaching approach and practice. Our coaches’ office hours will be posted in your team Event Calendar each week if you would like to attend.

## Client Care support

If you have questions about your membership / account status, billing / finances, or perhaps a PN question unrelated to your L2 Certification course, our Client Care team is there for you.

You can reach them via email at [info@precisionnutrition.com](mailto:info@precisionnutrition.com)

And if something really major comes up, and you need to opt-out of the course?

We get it. Life happens.

If worse comes to worst and you need to leave the program, please let your coach know and reach out to our Client Care team so they can take care of any billing issues and update your account status.

## Tech support

What if I find a bug in the software or an error in the content?

Good for you for paying attention! And thanks for helping us be better as we continue to develop the coaching software and content within the course.

If you notice something not working as (you think) it should, or something seems weird, **please send an email to Tech Support at [cpsupport@precisionnutrition.com](mailto:cpsupport@precisionnutrition.com)**

You'll also see this "Tech Support" email linked from your profile menu.

In your message, please try to be as specific as possible about what seems to be the problem. Something like, "When I click on 'X' button, nothing happens, my screen goes blank, and I smell smoke."

In most cases, the more specific you can be about the problem, the quicker we are able to resolve the issue and help you move forward.

## Self-evaluation

*You don't learn from your experience. You learn from processing your experience.*  
—John Dewey

During the course, we talk about what counts as "progress" and how to effectively judge it. This applies as much to your own progress and growth as a coach as to the work you do with your clients.

Throughout the course, you'll be given three "How are you doing" surveys, which will ask you to tell us how well you think you're doing. For example, we'll ask you to think about:

- How well are you progressing towards the goals / outcomes you have set for yourself?
- What's important to you at this stage? Are you addressing your top priorities?
- Do you need to change or correct something? If so, what and how?



- Are you “steady as she goes”? If so, great! How can you keep doing the awesome stuff?

Remember: This isn't just our course. **It's your course too.**

That means that aside from the course requirements we shared above, **you define and track what “progress” means to you.** Once you define how you are tracking your own coaching progress and development, you'll reflect on that by answering the following questions:

- 1 In the last few weeks, have you seen improvements in your coaching practice?
- 2 Are you satisfied with your own performance in this program over the last few weeks?
- 3 What is ONE improvement you've seen in your coaching-related behaviors in the past few weeks?
- 4 What is ONE improvement you've seen in your coaching-related mindset in the past few weeks?
- 5 What is ONE thing you will focus on for the next few weeks in order to become more awesome?

We suggest you also review the learning outcomes and expectations for the program. This will help to remind you what you're working towards.

Your process is important.

And remember: This is primarily a process-based course.

Yes, we evaluate you in part on assignments, but what's most important is that you:

- participate;
- work through challenges;
- commit to ongoing learning; and
- build a consistent practice of growth and development.

So factor that into your self-assessment. For instance:

- If you're shy, "I participated in the Facebook group" might count as "progress".
- If you tend to rush things, "I slowed down and was patient" might count as progress.
- If you get easily frustrated with new material, "I allowed myself to muddle through" might count as progress.

You get the idea.

You probably already do this type of "process-based assessment" with your coaching clients without even thinking about it.

Between now and your first self-evaluation, think about how you want to measure your progress in this program.

- **What's important to you?**
- **What are your priorities?**
- **How will you know you're moving closer to your learning goals?**
- **How will you know you're moving closer to your professional development goals?**
- **What indicators or metrics might tell you about your progress?**

Of course, self-evaluation isn't the only form of evaluation that matters.

But it's an important one because it requires you to:

- think about what really matters to you, and prioritize
- be honest with yourself
- test outcomes against results (recall our outcome-based decision-making)
- become aware of what you're doing, and how well
- decide what measures of "success" are relevant
- identify the critical variables that make something possible
- identify limiting factors holding you back
- observe, analyze, and intelligently interpret your experiences

Self-assessment creates “motivation” and buy-in. It makes you, the evaluator, an active and engaged part of the process. It invests you.

Self-assessment gives you autonomy and self-determination...  
just like client-centered coaching.

In the context of this course, self-assessment asks you to consider what makes a good coach, and how well you’re working towards that eventual outcome (as well as the goals of this program).

Regular self-assessment also enhances sustainability.

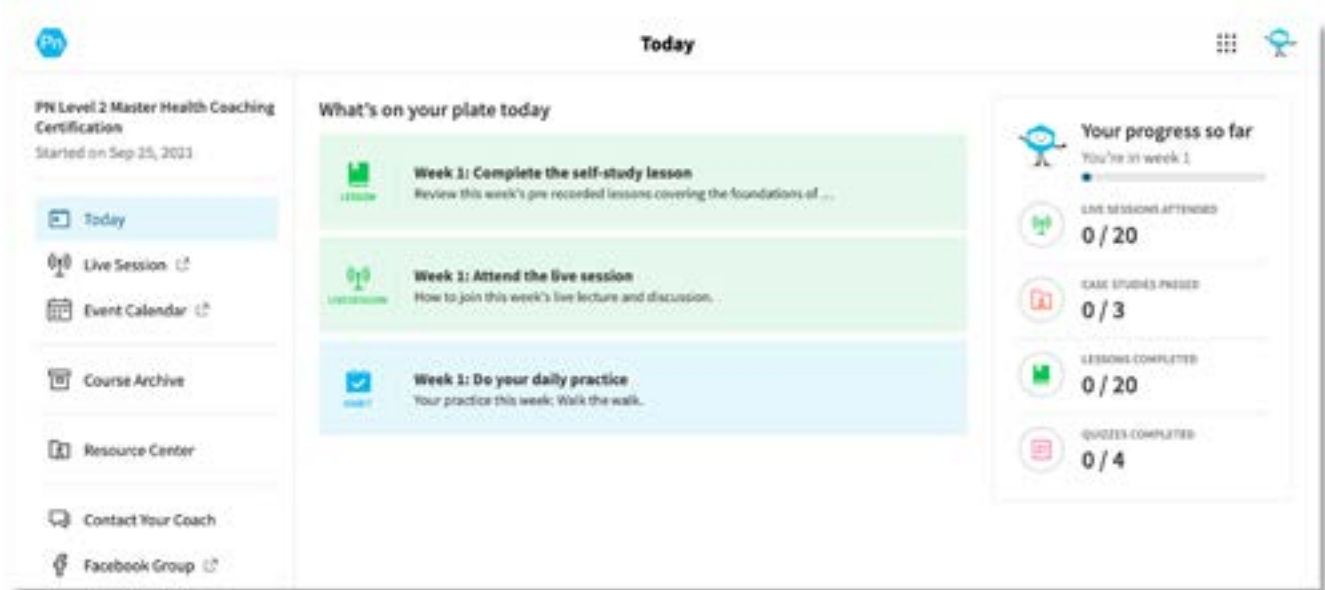
By asking you regularly to “check-in” and test your results, it builds the habit and process of ongoing feedback into your coaching practice.

You don’t have to wait a year, or five years, to find out whether you’re going in the right direction — you simply “check-in”, raise your own awareness, and correct the course as necessary.

## **Feedback**

You will also be given three “How are we doing?” surveys: Two during the course and one upon graduation to assess the program and the coaching team. We grow and learn through your feedback so please take the time to tell us how we are doing.

# Your “Today” Page



Each Saturday when you log in, you'll see “cards” (the colored boxes) on your “Today” page.

- A self-study lesson card
- A live session card
- A coaching practice card

Sometimes, you'll see:

- A case study card
- A quiz card
- A self-assessment card

Click on the cards that pop up.

Follow the instructions on them, and dismiss / submit them as you finish with them.

Let's walk through examples of each below, so you know what to expect when certain cards appear.

## Card actions

### To complete a self-study lesson

- 1 Click on the self-study card.
- 2 Read the introduction.
- 3 Watch the pre-recorded lectures.
- 4 Answer the reflection questions, to meet your course requirements.
- 5 Click “I’ve read this lesson.”

Some lessons have “Further reading”. Do you HAVE to do the extra reading?

Nope — but it’s there for you to check out if you’re interested.

We know you’re pretty keen and might want to learn more about certain topics. So we’ve given you some suggested sources as a starting point.

### To complete your weekly coaching practice card

- 1 Click on the coaching practice card.
- 2 Each day throughout the week return to this card to track your engagement with the weekly coaching practice.
- 3 At the end of the week, submit your weekly progress.

### To complete a case study

- 1 Carefully read the instructions in the case study card — delivered weeks 2, 7, and 12. The instructions will clearly indicate your case study requirements.
- 2 Five weeks from the case study being delivered, you’ll see the case study submission card show up on your Today page. When you’re ready, paste your shareable URL (Evernote, Dropbox, Google Drive, etc.), **making sure the document settings are set so “anyone with the link” can view it.** By sharing a document you’ve

created, you'll have control over formatting, and will be able to share submissions that include bulleted lists, pictures, and other special formatting options.

- 3 Written case studies are normally due by midnight in your time zone on the Friday of the week that your submission card shows up. You'll have a minimum of five weeks to complete each of the written case studies and five total days to submit your case once the submission card appears.

Please note: Once your submission window expires, you won't be able to submit the case study unless you've made prior arrangements with your coach. Special requests for late submissions should be made as soon as you are able. We expect that you will be planning for this work on a regular basis and checking your calendar for conflicts such as vacations or other life events, so there should be very few last-minute requests for extensions.

### **To complete a quiz**

- 1 Click on the quiz card.
- 2 Answer the multiple-choice questions.
- 3 Click "submit quiz".

### **To self-assess your progress**

- 1 Look for the "How are you doing?" card, which will appear three times throughout the course.
- 2 Click on the card.
- 3 Answer the questions.
- 4 Click "Share your answers".
- 5 Based on your self-assessment, think about what you might change, improve, or stick with during the upcoming weeks.

## **Additional links**

### **Your Course Archive link**

Once you complete a self-study or live session lesson, coaching practice, case study, quiz, etc., and dismiss the card, it doesn't disappear forever. It goes into your Course Archive.

The same is true if you click the Archive icon on the right side of the card, or don't complete the card within the assigned time.

To see what's in your course archive, click "Course Archive" in the left-hand menu.

Activities that still need to be completed will show up as brightly colored. Activities that are completed will appear faded.

### **Your Live Session link**

Your Live Session link will work to log you into your weekly live session no matter which live session you attend each week. For live session dates and times, please see your Event Calendar.

### **Your Event Calendar link**

This link will display all of the available live sessions each week, as well as any open office hours. We will also post any special virtual events on the calendar if they come up. Open the event from the calendar to see additional details.

### **Your Resource Center link**

Here you'll find all of the resources mentioned throughout the course, books, worksheets, infographics, and more.

# CECs and Recertification

To maintain your PN Certified credential, you're required to complete any one of the following within **2 years of your expiration date**:

- **Any PN Certification program.** Successfully completing either the [PN Level 1 Sleep, Stress Management, and Recovery Coaching Certification](#) or the [PN Level 1 Nutrition Coaching Certification](#) will immediately satisfy your recertification requirements and sync your credentials. That means meeting recertification requirements will renew everything (and you don't need to recertify each credential independently).
- **Any three PN Specialized Courses** offered through the [PN Academy](#) subscription, or purchased individually as a standalone course.
- **PN pre-approved courses from recognized organizations.**  
Please reach out to our Client Care team at [info@precisionnutrition.com](mailto:info@precisionnutrition.com) for the most current list of pre-approved courses.

**The good news: Not only will you recertify, but you'll also do it while expanding your knowledge**, or specializing in an area of interest, *at the same time*. PN Specialized Courses can be combined to get an Advanced Certificate in areas like Change Psychology, Nutrition Coaching for Athletes, Nutrition for Metabolic Health, and Coaching Dietary Strategies.

Plus, you'll be able to **earn CECs when you recertify**. You can use our courses to earn CECs at other organizations like ACE, ISSA, NASM, and more.



## Email reminders

Starting at one year out from your credential expiry date, we'll send you regular emails to remind you of your recertification date, and the progress you're making towards renewing.

At any time, you can see your current status, expiry date, and a link to all the details about recertification on your [PN homepage](#).

Our goal is to provide all the details when you need them, so you don't have to worry about them until it's necessary.

(Of course, if you have any urgent questions or concerns about the recertification process, email us at [info@precisionnutrition.com](mailto:info@precisionnutrition.com). We're always happy to help.)