

ATMANA ACADEMY

New Coach Onboarding & Orientation

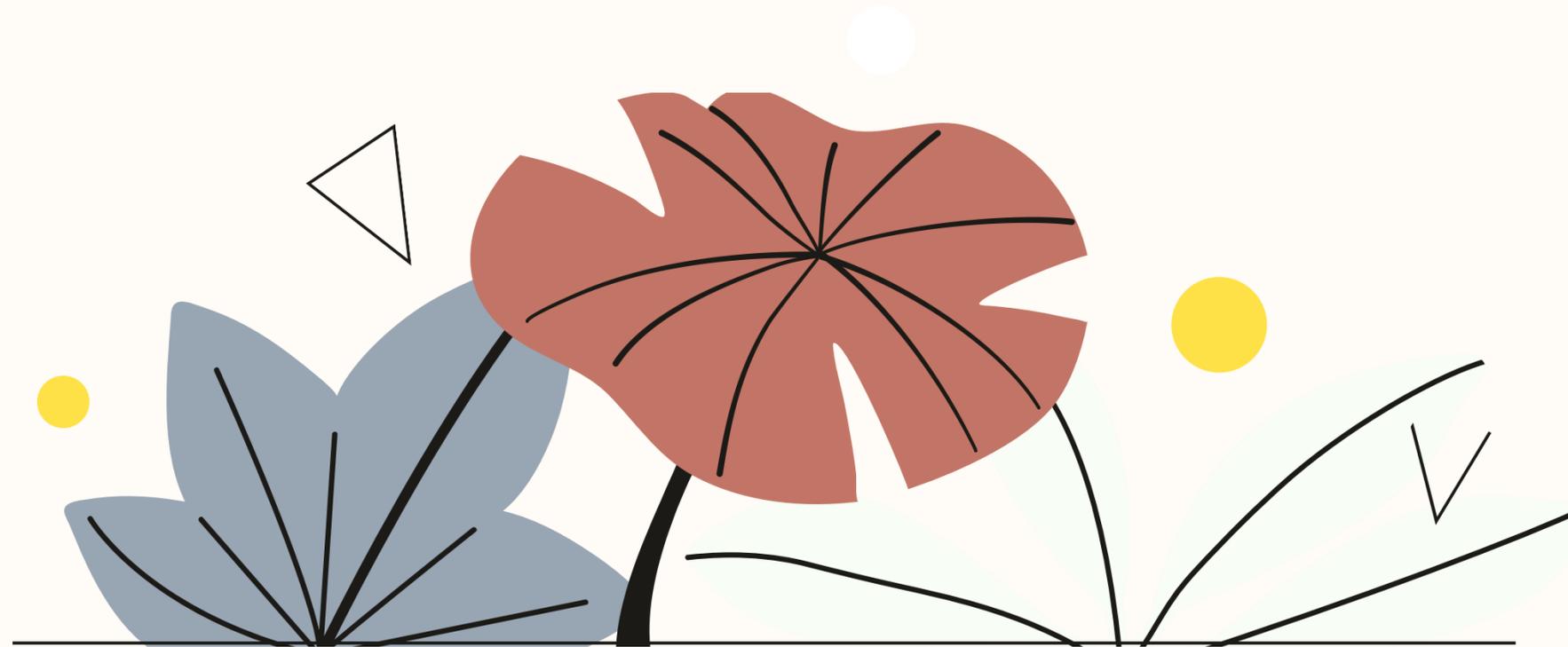
HEATHERALICESHEA.COM



CONGRATS INTUITIVE ONE!

This is your onboarding info.

Make sure you go through it completely as we explain your first steps to getting started in the program!



YOUR FIRST STEPS

Fill out the [Business Snapshot form](#). These allow us to match you with the right support coach for you.

1 We will do our best to match you with a person who helped you into the program, however you may be assigned to someone different based off your profile.

2 Please complete the [Enrollment Checklist here](#), which walks you step-by-step through the exact things you need to do to make sure you are on boarded into the program with joy and ease!

3 Check your email for your Client Contract. Read over and sign!

4 Soul Sibling Support Program: On the Business Snapshot form, please let us know if you would like to participate in our Soul Sibling Support Program (Atmana's peer support initiative).



YOUR FIRST STEPS

- 5 Save your User Id & password to the membership area. Log in to make sure you can gain access to the coursework. Please note that we do not have access to your password. If you lose your password, we will send you a link that will let you reset your password.
- 6 Get your 1:1 onboarding session with your support coach scheduled within the first two weeks of your start date!
- 7 Review the Atmana Success Roadmap! It gives you a step-by-method to move through the program in way that helps you win! [Access it here!](#)



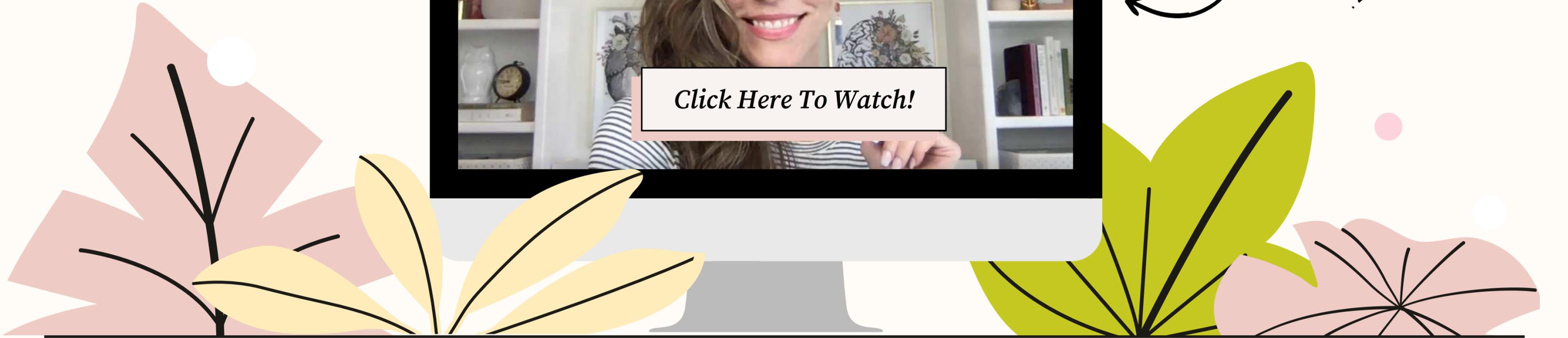
Please Watch the...

NEW COACH ONBOARDING

Presentation Before the the LIVE Orientation Call



Do This Now!



A STRATEGY FOR SUCCESS IN THIS PROGRAM

The Atmana Intuitive Coach Certification Program is a comprehensive program that has everything you need to learn and implement to create the coaching practice you envision.

There are 3 elements to the program: foundational coaching skills, intuitive coaching skills, and business strategy/development.

- You do not need to go through the entire program now. Actually, you shouldn't.
- Focus solely on one aspect of the program at a time.

This is more than a program. It is a process. If you try to do it all at once, you are going to be overwhelmed. We strongly advise you to take your time and move at the pace that feels right for you. So take a deep breath and start with the business snapshot form. That will help you get the party started off right!





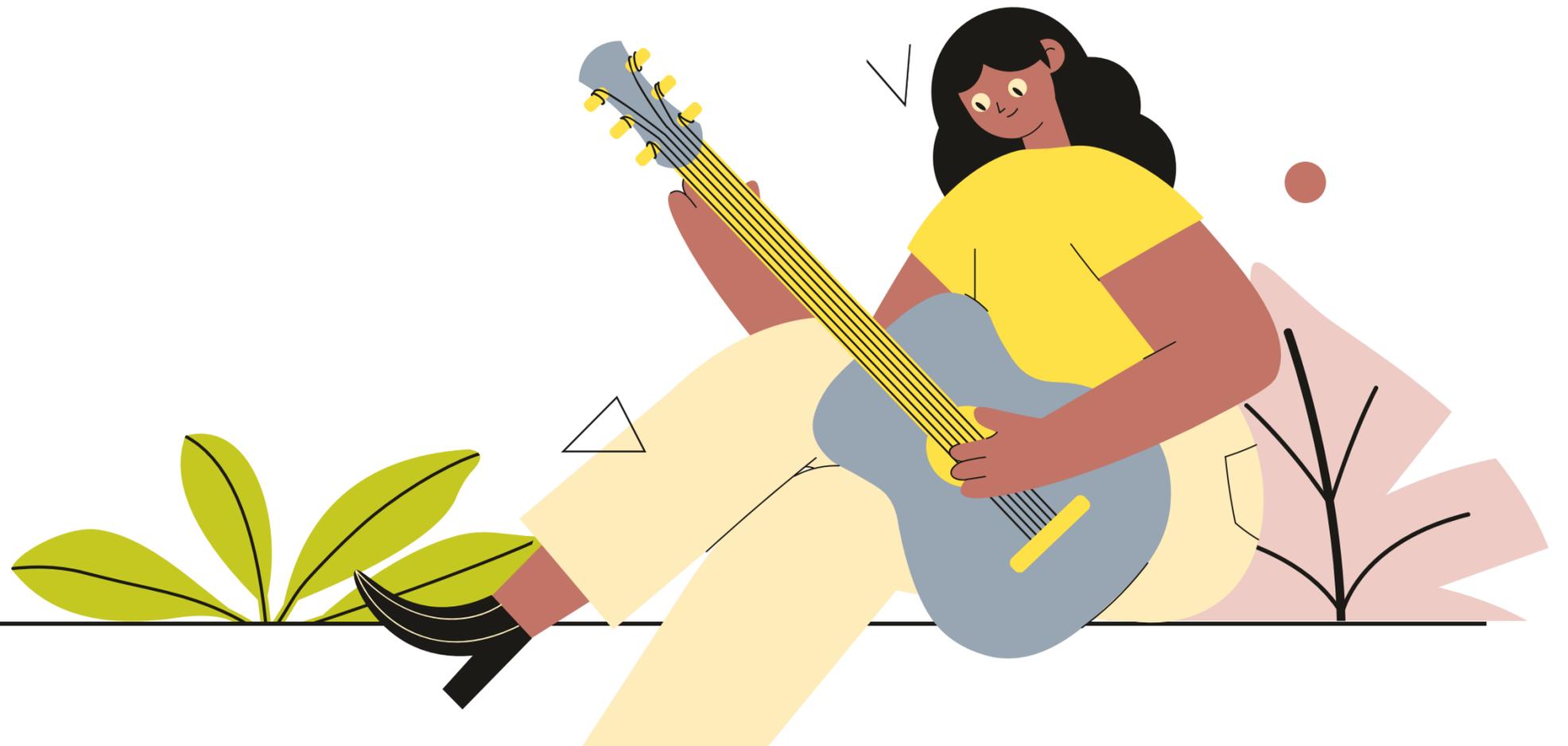
LET'S REVIEW THE
COMPONENTS OF
THE PROGRAM

THE MEMBERSHIP SITE

The membership site houses all of your coursework, special training, and content in the program. You will receive a user ID and password in order to access this information. Within the membership site, you will see several main areas. Please login and watch the video on the landing page to help familiarize yourself with the membership site.

Within the Membership Site You Will Find...

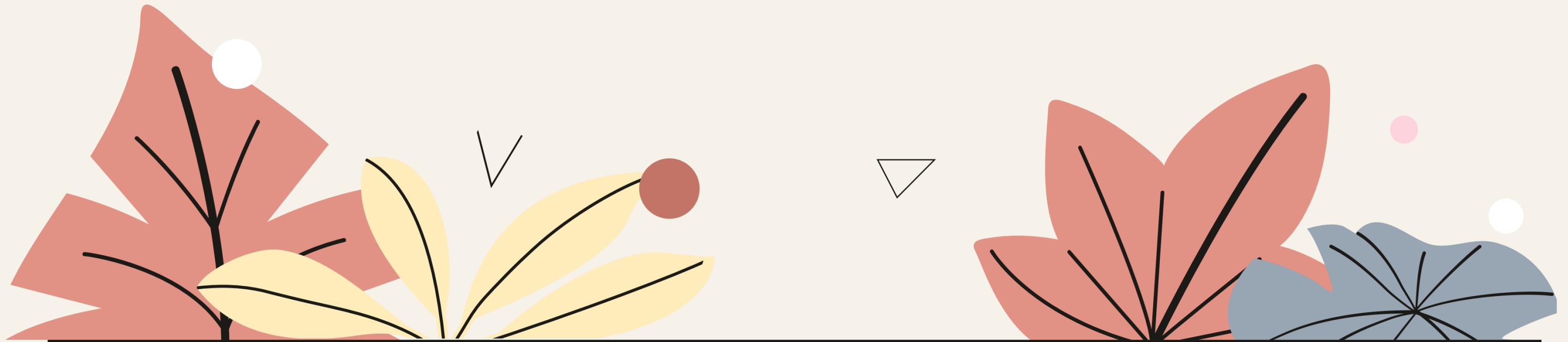
- All Curriculum
- Coach Toolkit
- Coach Library
- Class Calendar
- Live Class Recordings
- Facebook Group Access
- Certification Portal
- Ambassador Program



CURRICULUM & COURSEWORK

This is the coursework “proper” for the program. There are a total of 14 modules. Modules 1 through 5 are foundational skills. Module 6 through 8 are intuitive coaching skills. Models 9 through 14 are your business development lessons.

You do not have to go through this program in order, but it is recommended. Based on where you are in your business, your support coach will help you devise a smart and strategic plan on how to get started in the program in a way that aligns with your soul goals and yields the greatest ROI.



SUCCESS ROADMAP BY "HOUSE"



House Emerald

Months 1 - 2 Focus:
Foundational Coaching Skills

Weeks 1 - 2 M1: Intro to Life Coaching

Weeks 3 - 4 M2: Coaching Ethics

Weeks 5 - 6 M3: Coaching Skills 101

Weeks 7 - 8 M4: Coaching Skills 102

Week 9 M5: Goal Setting & Facilitating Growth

Week 10 M6: Intuitive Coaching 201 - Theory & Basics

Weeks 11 - 12 M7: Intuitive Coaching Skills 202 & the Intuitive State

Weeks 13 - 14 M8: Intuitive Coaching Skills 203 Interpreting & Communicating Energetic Information



House Sapphire

Months 3 - 4 Focus:
Intuitive Coaching Skills & Certification



House Amethyst

Months 5 - 6 Focus:
Business Development & Graduation

Weeks 15 - 16 M9: Discovering Your Coaching Method & Clients

Week 17 M10: Unknown to Expert & Marketing Your Message

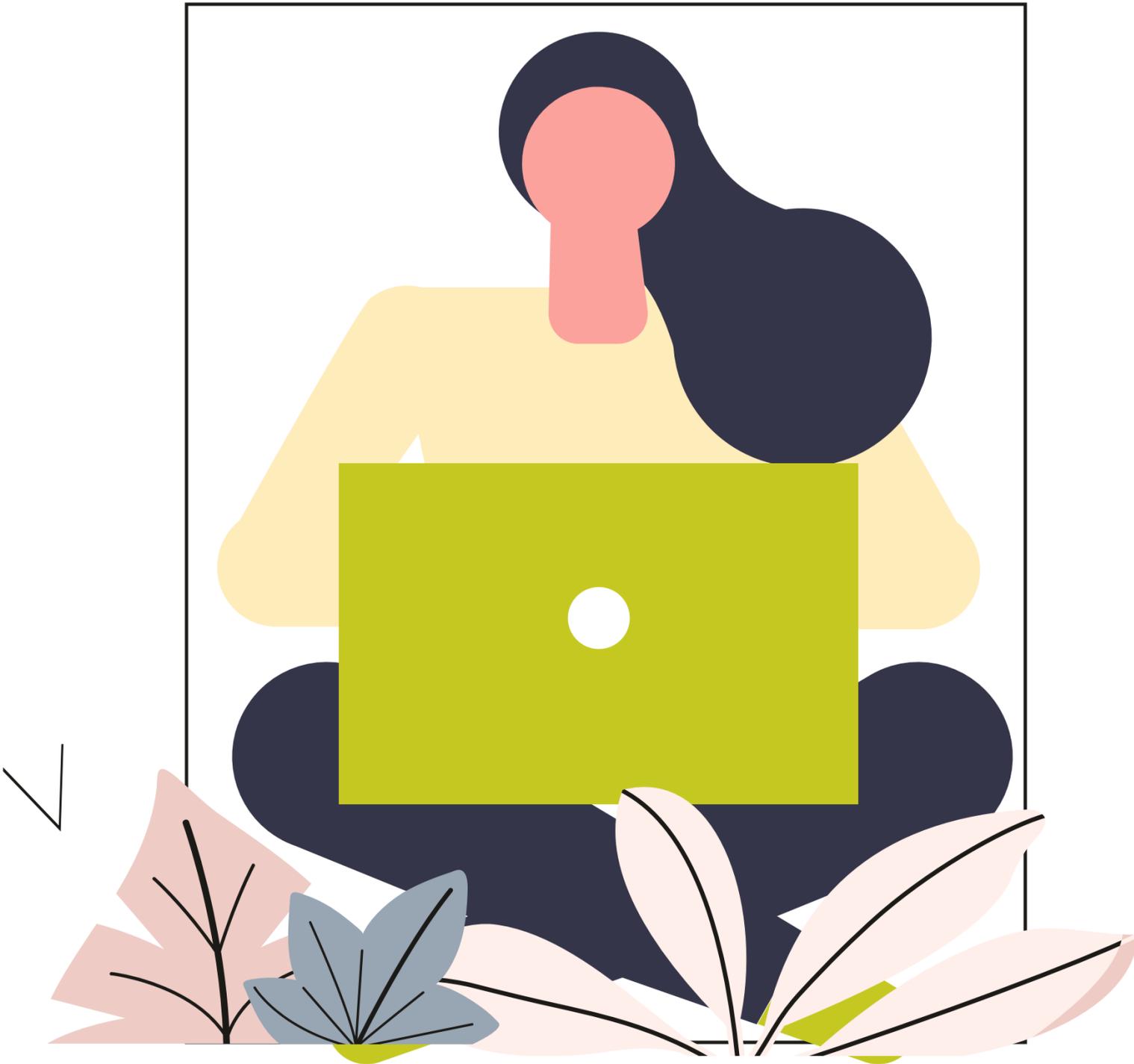
Weeks 18 - 19 M11: Enrollment & Sales

Weeks 20 - 21 M12: Packaging Your Programs

Weeks 22 - 23 M13: Your Online Presence

Week 24 M14: Mapping your 6 Month Plan Forward

Eligible for Certification @ week 12!



COACH TOOLKIT

- Resources and coaching tools for you to use with your clients.

COACH LIBRARY

- Special personal and professional training for you, the emerging coach.

CLASS RECORDINGS

- All classes are recorded so you can catch them anytime day or night!

CLASS CALENDAR

- Click the link provided in the membership area and watch the tutorial provided and add the calendar to your own calendar. This is a live calendar that is updated regularly with information on all of our classes, office hours, special training, etc. All zoom links for classes are included in the appointment for you to easily hop on the call.



FACEBOOK GROUP

- The Facebook group is a vital aspect of the program! You do not want to miss out on the connections made there! Not only is it a great Community, but we do a lot of special announcements there each week so make sure you get into the group!

Things you can do in the group:

- ✓ Ask questions! We recommend you post questions in the group first so others can learn too!
- ✓ Ask for feedback on what you are curious about and may need help on.
- ✓ Network and connect with other members, even members who have enrolled before and after you!
- ✓ Check Units regularly. We add useful content there.

LIVE CLASSES

We host live classes every single week! One class is for foundational/intuitive coaching skills and the other is for business development. Please check the calendar for the time/date of each. These classes are NOT a recapitulation of the recorded coursework.

We do not teach for the entire call. The class structure is “support seat” focused. This means that your instructor will give a brief training on a topic related to the coursework in the program, and then the instructor will open the call up for questions from you about the coursework or any other questions you have. This is the means by which you will be able to implement what you have learned in the coursework.

The module coursework in the membership area provides you with the information and training you need to master. Then the live calls give you the opportunity to get the “in-person” support you need to apply the concepts and strategies learned in the coursework specifically to you and your business.

Remember, you have the entire length of the program & your support coach is here to guide you!



PLAY & PRACTICUM CLINICS

Coaching is a dynamic, applied profession. As coaching professionals, we have to do more than merely understand the concepts and theories of coaching. We must be able to effectively use our skills to help move our clients through the transformation process. This means we must...

Practice, Practice, Practice!

We make practicing easy! Twice a month you will be able to join a call where an instructor helps you and your fellow students sharpen your skills, deepen your understanding, and embody all that you're learning in class. The pedagogical strategies we typically use during practicum hours are dyads, triads, fishbowls, and roleplays! It's so much fun!



ASCENSION SESSION

We recognize that your business can only grow as much as you do! While this is a professional development program, this process is deeply personal. We are here to support you through your personal transformation as well!

Therefore, we provide an empowerment call once a month for you to process your personal experiences as it relates to becoming an intuitive coach.

These calls are hosted by our support coaches and instructors.
See calendar for dates/times.



YOUR SUPPORT COACH

Your support coach is here to help you move through the components of the program, apply the concepts, brainstorm creative solutions, provide accountability, and help you maximize your potential within the context of the program and your certification. Your Support Coach will be assigned to you within your first week of class.

It is important to remember that support coaching is not private coaching.

Our commitment is to help you to the best of our ability within the scope of the program via our group training environment. Your Support coach is available to help you directly during office hours and live class. There may be aspects of your business that are outside the scope of our program. Please check with your support coach to establish your coaching plan in the program.



OFFICE HOURS

Each week, you have access to your instructors and support coaches during their office hours. Each Instructor and Support Coach "specializes" in a certain aspect of the program and is available to answer your questions each week. You can attend as many office hours per week as you like. Check the calendar to see which support coach is covering what material.

- **How to contact your Support Coach:** Reach out to your support coach via email or FB messenger.

Please make sure you schedule your onboarding call with your coach as soon as possible! Your support coach will reach out to you to get it scheduled. And as always, you can feel free to reach out to them, too.





SOUL SIBLING PROGRAM

Our Soul Sibling Support Program is our accountability program where you are paired with peers in the program so you can work together to support each other, practice the skills you're learning in the program, and ultimately gain soul siblings and friends-to-the-end!

Please reference the FB Group "Guides" where you can review the entire program and find out your sibling match.

- Participation in this program is entirely optional.
 - Your first soul sibling(s) will be matched to you within your first two weeks of onboarding.
 - If you would like to be paired with someone specific, please let us know! We will try to match you with your preferred person(s).
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AMBASSADOR PROGRAM

How The Program Works

For every person you refer into the program who enrolls, you receive a \$500 USD Ambassador Bonus (paid via Paypal, 30 days after their enrollment) and your person will receive \$500 USD off their enrollment into the program. Win-win-win!



You Get \$500!



**Your Person
Gets \$500 Off!**

MINI-TRAINING MONDAYS

Heather goes live in the FB group to present different teachings and answer questions that we notice come up for each of you during the week. Think of this as cozy coaching time with Heather to get specific strategy and guidance on the latest and greatest intuitive coaching and intuitive business strategies. See the calendar for specific dates/times.



BONUS CLASSES & SPECIAL GUESTS

Once a month we typically bring in a special guest to offer you fun and fresh training to help you deepen your knowledge in the intuitive coaching space and learn more about yourself as you grow into your new profession! We are keen to provide you with exciting growth opportunities that light you up, keep you motivated, and help ignite your creativity, authenticity, and power.

If you have any suggestions on people you would like us to interview or topics you would specifically like to learn about, please let your support coach know! We would love to collaborate with you on this!

Bonus classes are on the calendar will also be listed as events in the Facebook Group!



THE CERTIFICATION PROCESS

Please log into the membership area and access the special informational webinar we've put together to answer all your questions about the certification process. You can also reach out to your support coach with any questions.





GENERAL INFO

Business Hours

- Monday - Thursday 9:00 am - 5pm EST & Friday, 9:00 am - 12 pm EST.
- Questions outside of office hours will be answered the next business day.
- We are off on all major US Holidays. Please see the calendar for details.

Billing Questions?

- Please email Brannon Shea at billing@atmanaacademy.com



IF YOU NEED
ANYTHING,
PLEASE REACH
OUT TO US!

We are here to support your success and ascension!

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THANK YOU.
WE LOVE YOU.

Together We Rise!

ATMANA ACADEMY
