

# Centre for Postgraduate Studies & Research Ltd

*DISTANCE & OPEN LEARNING BROCHURE*

Training centre offering a range of personal and  
continuing professional development  
programmes



*STRESS MANAGEMENT & LIFE COACHING  
DISTANCE LEARNING PROGRAMMES: 2005*

## **NOTES**

*This information booklet is published in association with the Centre for Stress Management & Centre for Coaching. The Centres reserve the right to change details, cancel courses or substitute trainer as necessary. For further information of our services and courses please telephone or write to the co-ordinator:*

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Herts  
AL5 4WW

Enquiries/fax: 01582 712161  
Email: [kate\\_thomas@btinternet.com](mailto:kate_thomas@btinternet.com)  
Website: [www.studiesandresearch.com](http://www.studiesandresearch.com)

For the Centre for Stress Management course brochure which includes Certificates and Diplomas in Stress Management, and Certificates and Advanced Certificates in Cognitive Behaviour Therapy, please visit the Centre website:  
Website: [www.managingstress.com](http://www.managingstress.com)

For the Centre for Stress Management course brochure which includes Certificates and Diplomas in coaching and coaching psychology please visit the Centre website:  
Website: [www.centreforcoaching.com](http://www.centreforcoaching.com)

For short masterclasses and seminars, please visit the Stephen Palmer Partnership Ltd website:  
Website: [www.stephenpalmerpartnership.com](http://www.stephenpalmerpartnership.com)

NB. This Brochure only focuses on the Distance & Open Learning Certificate programmes.

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The Centre is a Member of the British Learning Association. By our membership we commit to the principles of the BLA Customer Charter, which is available on BLA's website. BLA's purpose is to build a dynamic network and community, with global reach, committed to innovation, excellence and best practice in learning.

Commitment to excellence and best practice is a distinguishing feature of the Association and is complemented by the many benefits and opportunities membership brings.

BLA Code of conduct: [www.british-learning.com/word/orgcodeofconduct.doc](http://www.british-learning.com/word/orgcodeofconduct.doc)

## **INFORMATION**

The Centre for Postgraduate Studies & Research Ltd is a training centre which runs a range of modular Certificate, Advanced Certificate and Diploma programmes in association with the Centre for Stress Management and the Centre for Coaching. The courses focus on Stress Management, Life Coaching, Cognitive Behavioural Therapies, Hypnosis, and Cognitive Hypnotherapy. The training is suitable for psychologists, counsellors, psychotherapists and other health and caring professionals wishing to gain more knowledge and skills practice in these subjects or wishing to undertake Continuing Professional Development (CPD).

This brochure focuses on the Distance and Open Learning personal and continuing professional development (CPD) programmes.

The Centre provides a range of services including coaching, counselling, stress management for individuals and organisations. This includes telephone and email coaching.

The Centre is a corporate member of the Institute of Health Promotion and Education, and a member of the British Learning Association. The Director of the Centre is Professor Stephen Palmer PhD, a Chartered Psychologist and a UKCP Registered Psychotherapist. The Director of Administration is Kate Thomas who is a health educator and coaching psychologist.

The Centre runs free online internet stress management, relaxation and hypnosis forums for both the public and practitioners. Just click the eGroup icon in the Forum section. The brochure provides information about our services and courses. Health and caring professionals may also wish to join The Professional Hypnotherapy Interest Group. Details of both of these groups are in the full training brochure.

## **DIRECTOR OF DISTANCE & OPEN LEARNING CPD PROGRAMMES**

The Director of the Distance Learning Programme at the Centre for Postgraduate Studies and Research Ltd is Kasia Szymanska MSc, a Chartered Psychologist, UKCP Registered Psychotherapist and Coaching Psychologist. Former Editor of Counselling Psychology Review.

## **RESEARCH**

The Centre undertakes research projects for external organisations.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

The courses are for CPD of qualified health professionals. Our jointly run courses are recognised by the Institute of Health Promotion and Education for CPD purposes.

## **RESOURCES**

We stock the self-help book, *Creating a Balance: Managing Stress*, written by Palmer, Cooper & Thomas which is available by mail-order. We can sell our enrolled course participants or organisations we have contracts with, a range of products including relaxation/hypnosis tapes, videos, biofeedback machines, biodots, daily logs, and personal stress management programme manuals.

## **SPECIAL NEEDS**

If you have special needs or requirements, please advise us when you apply.

## **IMPORTANT NOTICE – ESSENTIAL READING BEFORE COURSE ENROLMENT.**

Unless stated otherwise, all of the distance and open learning personal development and CPD courses at the Centres are not opportunities to work out personal issues which may need the support of personal therapy but a commitment to self-disclosure in relation to course learning and personal awareness will be expected.

Participants must successfully complete all written assignments to satisfy the attendance requirements. All course fees for the distance learning programmes are paid prior to the commencement of the course.

## **GENERAL INFORMATION ABOUT THE TRAINING PROGRAMMES**

With most programmes, within acceptable limits, students can study courses at their own speed depending upon the time they have available. These training programmes can also be run for organisations

## **DISTANCE & OPEN LEARNING PROGRAMMES**

Due to a variety of commitments, many potential course participants are unable to attend formal courses at the Centre. We have developed distance learning

programmes in association with the Centre for Stress Management and the Centre for Coaching to help people in this position to learn more about coaching and stress management. These courses focus on personal development and continuing professional development although are not designed specifically to train the participants to practise on other individuals or clients. However, the courses may provide a useful insight into coaching and stress management. Experienced health and caring professionals or coaches may be able to integrate what is learnt into their normal practice. Assignments are posted or emailed to the Centre and Tutor.

The tutors who mark the assignments are experienced practitioners. The Director of the Distance Learning Programme at the Centre for Postgraduate Studies and Research Ltd is Kasia Szymanska, a Chartered Psychologist.

## **CERTIFICATED DISTANCE LEARNING COURSE IN LIFE COACHING: A COGNITIVE-BEHAVIOURAL APPROACH**

### **INTRODUCTION**

Michael Neenan, the Co-Director of Diploma in Coaching programme at the Centre for Coaching, co-wrote the successful book, *Life Coaching: A Cognitive-Behavioural Approach* (with Dryden, 2002). People who are unable to attend the courses at the Centre for Coaching may still wish to undertake a distance learning course in life coaching based on Michael Neenan's book. This course is not specifically designed to qualify participants as life coaches although it provides personal and continuing professional development.

### **CONTENT**

Once enrolled onto the programme the participant receives a copy of the *Life Coaching* book and a list of the assignments. An additional reading list is supplied for participants who wish to study the subject in greater depth.

### **AIMS**

To understand the basic theory and practice of a cognitive-behavioural approach to life coaching.

### **OBJECTIVES**

- Become more personally effective in daily life
- Learn to deal with troublesome emotions
- Become knowledgeable about procrastination
- Learn how to become assertive

- Become knowledgeable about tackling poor time management
- Learn how to persist at problem solving
- Learn how to handle criticism
- Understand how to take risks and make better decisions

## **WHO IS THE COURSE FOR?**

The course is suitable for the people interested in learning about life coaching. Also trainers, counsellors, psychologists, personnel staff, managers, management consultants, complementary health practitioners, health and caring professionals who wish to learn more about a cognitive-behavioural approach to life coaching. It may also offer a person the opportunity to learn more about coaching before enrolling on a formal training programme at the Centre.

## **OVERSEAS STUDENTS**

This course is available to overseas students. However, all materials are written in English. Assignments will only be marked if they are submitted in English. There is an additional fee for postage. However, assignments can be submitted by email to tutors.

## **ASSIGNMENTS & CERTIFICATE**

A certificate of CPD is awarded to participants who successfully complete the five marked assignments which are undertaken at home. Each assignment is associated with two chapters from the book. After enrolling on the programme, allowing for the marking of the assignments, the course can be completed in under six months. However, students are given up to 12 months to complete the course. Please note that assignments are not marked during your tutor's holiday period.

# **CERTIFICATED DISTANCE LEARNING COURSE IN STRESS MANAGEMENT**

## **INTRODUCTION**

The Director of the Centre for Coaching, Professor Stephen Palmer, in association with Deborah Clarke developed a trainee workbook How to Manage Stress for the National Extension College. This was designed to be used either as a self-study resource or as part of a Distance Learning correspondence programme with tutor marked assignments.

## **CONTENT**

Once enrolled onto the programme the student receives the trainee workbook consisting of information about stress and its management and a series of practical self-help exercises. A list of the assignments is provided. An additional reading list is supplied for students who wish to study the subject in greater depth.

## **AIMS**

- to clarify what you mean by stress
- to identify what causes stress
- to explore ways of coping with stress more effectively
- to try out some techniques for coping with stress
- to take responsibility for your own learning

The course includes: the causes and symptoms of stress; thinking skills; relaxation and health; assertion; time management.

## **WHO IS THE COURSE FOR?**

The course is suitable for the layperson, coaches, trainers, counsellors, psychologists, personnel staff, managers, management consultants, complementary health practitioners, health and caring professionals who wish to learn more about stress and its management. It may also offer an individual the opportunity to learn more about stress management before enrolling on a course based training programme at the Centre for Stress Management.

## **OVERSEAS STUDENTS**

This course is available to overseas students. However, all materials are written in English. Assignments will only be marked if they are submitted in English. There is an additional fee for postage. However, assignments can be submitted by email to tutors.

## **ASSIGNMENTS & CERTIFICATE**

A certificate of CPD is awarded to participants who successfully complete the five marked assignments which are undertaken at home. After enrolling on the programme, allowing for the marking of the assignments, the course can be completed in under six months. However, students are given up to 12 months to complete the course. Please note that assignments are not marked during your tutor's holiday period.

## CENTRE MEMBERSHIPS

### BRITISH LEARNING ASSOCIATION (BLA)



The Centre is a Member of the British Learning Association. By our membership we commit to the principles of the BLA Customer Charter, which is available on BLA's website. BLA's purpose is to build a dynamic network and community, with global reach, committed to innovation, excellence and best practice in learning.

Commitment to excellence and best practice is a distinguishing feature of the Association and is complemented by the many benefits and opportunities membership brings.

BLA Code of conduct: [www.british-learning.com/word/orgcodeofconduct.doc](http://www.british-learning.com/word/orgcodeofconduct.doc)

### INSTITUTE OF HEALTH PROMOTION AND EDUCATION (IHPE)

The Centre is a corporate member of the Institute of Health Promotion and Education. The Institute recognises the courses run in association with the Centre for Stress Management for Continuing Professional Development. It has various levels of membership including Associate (AIHPE) and Member (MIHPE). The Centre recommends that health professionals attending our training programmes may benefit from joining the Institute. For further information about the IHPE, contact:

The Secretary, Professor A. Blinkhorn  
The Institute of Health Promotion and Education,  
Department of Oral Health and Development,  
University Dental Hospital,  
Higher Cambridge Street,  
Manchester, M15 6FH.  
Tel 0161 275 6610.  
Website [www.ihpe.org.uk](http://www.ihpe.org.uk)

## DIRECTOR

**Professor Stephen Palmer CPsychol PhD FBACP FIHPE FISMA MBSECH BABCP Accred AREBT Accred UKCP Reg**

The Director of the Centres is Professor Stephen Palmer PhD, a Chartered Psychologist and UKCP Registered Psychotherapist. He is an Honorary Professor of Psychology at City University in the Department of Psychology, the first Visiting Professor of Work Based Learning and Stress Management at the National Centre for Work Based Learning Partnerships, Middlesex University, an Honorary Senior Research Fellow at the University of Manchester, accredited REBT and cognitive-behavioural therapist, and a UKCP registered psychotherapist. He is a Fellow of the British Association for Counselling, Royal Society of Arts and the Royal Society of Health. He is an Associate Fellow of the British Psychological Society and the Albert Ellis Institute for Rational Emotive Behavior Therapy in New York, and a certified supervisor for training in REBT.

He has practised therapeutic hypnosis since 1988. For over ten years he has been a member of the British Society of Experimental & Clinical Hypnosis. He is a Clinical Member of the American Psychotherapy and Medical Hypnosis Association. He uses hypnosis as an adjunct to multimodal, cognitive-behavioural and rational emotive behaviour psychotherapy. He has published work on the use of within these three clinical therapeutic approaches. His REBT hypnosis publications included co-authoring work with Dr Albert Ellis, the originator of REBT. His interest is in the use of hypnosis techniques to manage stress and anxiety.

Currently, he is Honorary President of the Association for Coaching, Honorary Vice-President of the Institute of Health Promotion and Education, Honorary Vice-President of the International Stress Management Association (UK), and Consultant Director of the New Zealand Centre for Rational Emotive Behaviour Therapy. He was Chair of the Scientific Awards Committee of the British Psychological Society Division of Counselling Psychology from 1997 to 1999. He is Co-editor of *The Rational Emotive Behaviour Therapist*, Editor of the *International Journal of Health Promotion and Education* and was Co-Editor of the *Counselling Psychology* section of *Psychology & Psychotherapy* until December, 2004. He is Founder Editor *The Online Journal of Multimodal and Rational Emotive Behaviour Therapy* and *The Coaching Psychologist*. In 2001 he chaired the BACP Online Therapy Working Group which produced a report, *Guidelines for Online Counselling & Psychotherapy*.

He has authored many articles on stress management, psychotherapy, counselling, hypnosis and has authored or edited 25 books and training manuals, including *Multimodal Techniques: Relaxation & Hypnosis* (1993), *Dealing with People Problems at Work* (1996) with Burton, *Stress Management* and

Counselling (1996) with Dryden, Counselling: The BAC Counselling Reader (1996) with Dainow and Milner, Stress Counselling: A Rational Emotive Behaviour Approach (1997) with Ellis, Gordon and Neenan, the Handbook of Counselling (1997) with McMahan, Integrative Stress Counselling (1998) with Milner, Counselling in a Multicultural Society (1999) with Laungani, Trauma and Post-traumatic Stress Disorder (1999) with Scott, Conquer Your Stress (2000) with Cooper, and Counselling: The BACP Counselling Reader, Vol. 2 (2001) with Milner. He has lectured in Europe, Japan, New Zealand and China on a range of subjects and regularly appears on radio and television programmes. In 2004, he demonstrated coaching and therapy in his BBC 1 six-part television series, The Stress Test.

He is an award winning psychologist and psychotherapist. In May, 2000, he received the Annual Counselling Psychology Award from the British Psychological Society, Division of Counselling Psychology, for his 'Outstanding professional and scientific contribution to counselling psychology in Britain'. In 2004 he received an award from the Association for Rational Emotive Behaviour Therapy (AREBT) for his 'exceptional work in the development of the AREBT in the UK and New Zealand and for numerous REBT publications'.

## **COURSE ADMINISTRATION DIRECTOR**

### **Kate Thomas BA (HONS) MRSH MIHPE**

Kate Thomas graduated with a BA (Hons) in Psychology from University of North Wales, Bangor in 1994. Since then she has worked extensively in internal communications. She has worked in two large companies, BT and the Post Office. More recently, she was a consultant in an agency called Abingdon, an internal communications consultancy of The Ogilvy Group. Here she worked with a number of blue-chip companies including London Underground, Scottish Power, Ernst & Young, Abbey National and O2. Kate is the Course Administration Director for the Centre.

She is a Coaching Psychologist and health educator. She is a member of the Royal Society of Health (MRSH) and the Institute of Health Promotion and Education (MIHPE). She has had training in Cognitive Behavioural Therapy. She is also a Consultant Director at The Centre for Stress Management, London, and Director at the Stephen Palmer Partnership Ltd.

She has published a number of articles on stress management and a book on multimodal coaching, *Creating a Balance: Managing Stress* (with Palmer & Cooper, British Library). Her special interest is in the value of effective internal communications in reducing and preventing stress in organisations going through change, for which she has also published work.

## **DIRECTOR OF DISTANCE & OPEN LEARNING PROGRAMMES**

### **Kasia Szymanska MSc CPsychol BABCP Accred UKCP Reg**

Kasia Szymanska is Co-Director of the Problem Focused Psychotherapy Programme at the Centre for Stress Management and Director of Distance Learning at the Centre for Coaching. She is a Chartered Psychologist, a BABCP Accredited cognitive behavioural therapist, a UKCP registered cognitive-behaviour therapist and an Associate Fellow of the British Psychological Society. She is former Editor of Counselling Psychology Review.



## DISTANCE & OPEN LEARNING COURSE APPLICATION FORM

ALL APPLICANTS MUST COMPLETE ENTIRE FORM UNLESS OTHERWISE INSTRUCTED

THE FULL COURSE FEE SHOULD ACCOMPANY THIS APPLICATION

PLEASE DOWNLOAD FORM, COMPLETE AND EITHER POST OR FAX TO THE CENTRE:

Admin. Office,  
PO Box 443  
Harpenden  
Herts  
AL5 4WW

Enquiries/fax: 01582 712161

Email: [kate\\_thomas@btinternet.com](mailto:kate_thomas@btinternet.com) Website: [www.studiesandresearch.com](http://www.studiesandresearch.com)

Delegate Name:	Ms/Mr/Mrs/Dr/Prof
Address (including Post Code):	
Email Address:	
Home Telephone No:	
Work Telephone No:	
Work Address:	
Job Title:	

Course 1.....Fee.....Date.....
Course 2.....Fee.....Date.....

<b>Please give a brief outline of your work with particular reference to present or potential use of coaching/stress management</b>

<b>Educational/Professional Qualifications:</b>

<b>Previous training, if any, in psychology/counselling / coaching/psychotherapy/hypnosis</b>	<b>Yes/No</b>
If yes, state approach(es) included:	
<b>Please state your reasons for wanting to attend the course</b>	

<b>Referee's Address:</b>	
<b>Job Title:</b>	

**PAYMENT**

**ALL COURSES MUST BE PAID IN FULL ON APPLICATION.**

I enclose FULL PAYMENT \* of £.....  
(cheques made payable to Centre for Postgraduate Studies & Research Ltd)

OR VISA/MASTERCARD NO.....EXPIRY DATE.....

OR PLEASE INVOICE:

Name/address of organisation:

Please note: If you are being funded by your organisation a purchase order or letter of authority is required in addition to a completed and signed application form. To confirm your booking payment must be received prior to commencement of the course.

**CANCELLATIONS**

**IN ALL CASES CANCELLATIONS OR TRANSFERS MUST BE MADE IN WRITING SIX WEEKS BEFORE THE COMMENCEMENT OF THE COURSE TO OBTAIN A REFUND OF THE REGISTRATION FEE LESS A £35 ADMIN ISTRATION CHARGE. NO REFUNDS ARE GIVEN FOR CANCELLATIONS OR TRANSFERS UNDERTAKEN WITHIN THE SIX WEEK PERIOD PRIOR TO THE COMMENCEMENT OF A COURSE.**

**THE CENTRE RESERVES THE RIGHT TO ALTER OR CANCEL COURSES.**

I have read and agree to the above conditions.

Signature of applicant.....Date.....

**NB. FORMS RETURNED UNSIGNED, UNDATED AND WITHOUT THE APPROPRIATE FEE WILL NOT BE PROCESSED.**