

IPHM Guide for Creating Your Own Course Manuals

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GUIDE FOR CREATING YOUR OWN COURSE MANUALS

As part of the accreditation process for IPHM (International Practitioners of Holistic Medicine), we require all the learning resources that you provide to your students. This enables us to assess the quality of learning provision and ensure that the knowledge covered in the course will sufficiently equip learners with a high standard of skill and understanding to offer holistic treatments successfully and confidently to the public.

High-quality learning resources not only ensure students have access to the right materials to fulfil their learning objectives but also make the process easier for the trainer/academy and ensure a standardised, consistent delivery of the training experience for all learners.

This guide will help you create high-quality course manuals that meet IPHM standards and provide an excellent learning experience for holistic medicine students.

Course Manual Structure

Your holistic course manual should include the following sections:

1. Introduction

- Explain the context of the holistic therapy or treatment.
- State clear aims and objectives.
- Describe the course delivery method (theory, practical, or both)
- List the specific topics to be covered.

2. Holistic Health & Safety

- Cover safety considerations specific to the holistic practice.
- Include relevant regulations and ethical considerations.

3. Equipment and Materials

- List all tools, herbs, oils, or other materials needed.
- Provide descriptions of their purpose and proper handling
- Include information on sourcing high-quality, ethical materials.

4. Preparation for the Holistic Session

- Describe how to set up the treatment space.
- Explain energy clearing or space preparation techniques.
- Detail practitioner preparation (grounding, centering, etc.)

5. Client Consultation

- Explain the importance of holistic assessment.
- Describe consultation methods (e.g., intake forms, energy reading)
- Discuss how to maintain client confidentiality.
- Provide examples of holistic consultation forms
- Explain how to create personalized treatment plans.

6. Contraindications and Precautions

- List contraindications relevant to the holistic practice.
- Explain when to refer clients to other healthcare providers.
- Discuss how to adapt treatments for various health conditions.

7. Potential Reactions

- Describe possible client reactions during or after treatment.
- Explain the concept of healing crises in holistic medicine.
- Provide guidance on supporting clients through these processes.

8. Treatment Procedure

- Detail the step-by-step process of the holistic treatment.
- Include variations for different client needs.
- Incorporate relevant energy work or spiritual aspects.

9. Aftercare and Self-Care

- Provide holistic aftercare advice.
- Suggest complementary practices or lifestyle changes.
- Explain the importance of practitioner self-care.

10. Follow-up and Long-term Care

- Describe how to plan a series of treatments.
- Explain how to monitor and assess client progress.
- Discuss the integration of multiple holistic modalities.

11. Course Conclusion

- Summarize key learning points.
- Outline continuing education opportunities.
- Include resources for further study in holistic medicine.

LESSON PLAN FOR HOLISTIC COURSES

For all courses with direct tuition, include a clear lesson plan:

Introduction

- Cover practical information (facilities, schedules)
- Conduct a centring or grounding exercise.
- Outline course content and objectives.

- Explain assessment methods.
- Facilitate student introductions and sharing of intentions.

Body of the Course

- Divide content into coherent modules.
- Balance theoretical knowledge with practical skills
- Include time for meditation, reflection, or journaling.
- Incorporate hands-on practice sessions.
- Allow for group discussions and case studies.

Conclusion of the Course

- Review key concepts and techniques.
- Conduct a final integration exercise.
- Allow time for questions and sharing of experiences.
- Explain certification process and continuing education.
- Provide resources for professional development in holistic medicine.

Remember, high-quality course manuals and lesson plans are essential for IPHM accreditation and for nurturing competent, compassionate holistic practitioners. Emphasize the interconnectedness of mind, body, and spirit throughout your materials to reflect the core principles of holistic medicine.

TIPS TO MAKE YOUR COURSE MANUALS STAND OUT:

- **Visual Appeal:** Use high-quality images, infographics, and diagrams to make your manuals visually engaging.
- **Clear Structure:** Organise content with clear headings, subheadings, and bullet points for easy navigation.
- **Interactive Elements:** Include quizzes, case studies, and practical exercises to enhance learning.
- **Comprehensive Content:** Ensure that all necessary information is covered in detail, including step-by-step procedures and best practices.
- **Professional Design:** Use a consistent and professional design layout to reflect the quality of your training.

Additional Learning Resources:

- **Online Tutorials:** Provide links to video tutorials or webinars that complement the course material.
- **Reading Lists:** Suggest additional reading materials or textbooks for further study.
- **Supplementary Guides:** Offer supplementary guides or cheat sheets for quick reference.