



# Virtual Retreat Leader Training



## Certification 2017

Handbook for V.I.P. Student-Leaders

### Certification Journey-Requirements

1st and Only Virtual Retreat Leader Certification Program

Invitation to the Certification Founders Circle



with Karen McMillan, ACC, BCC  
YINpreneur™ | Master Retreat Coach

# VRLT CERTIFICATION

## Introduction

Our VirtualRetreatU™ Platinum Certification is created to inspire you to a deeper connection with your inner and outer leader. Blending loving support and step-by-step guidance to master virtual, online leadership with ease, while nurturing your spirit-inspired self-discovery and daily retreat practice.

Our Platinum Certification mastery leadership training is a one-year leadership experience - with 12 live group gatherings complementing the core training modules (lead twice/year), plus a year of monthly masterminds to support community and inner leadership mastery.

Platinum-Certification gives you access to all of the core course trainings of DIY and Mastery levels, with the addition of a sacred mastermind community and direct trainings with Karen McMillan, Founder of VirtualRetreatU™ and YINpreneur™ Village.

To enhance connection and sacred space, the circle will be limited to no more than 25 student-leaders (our first class may be limited to 12 spaces). In this way I can be available for more personal, hands-on, customized support.

*\* Note for ease of reference, VirtualRetreatU™ Leadership Training Experience is also referred to as VRLT.*

## Experience Training Levels (to learn more click [here](#))

- ☀️ DIY Basic & Alumni Level (can upgrade to certification)
- ☀️ DIY Gold - this level has been discontinued & is now Mastery Level
- ☀️ Mastery & Platinum Level - Can upgrade to Platinum certification level and receive credit for prior investment in Mastery & Platinum. Enrollment in Summer 2017 Founders Circle season will allow for retro-active credit for live call participation already completed modules as part of the 2016 Mastery season.



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## Certification Journey (requirements)

### Application

Submit application - **due on or before May 30 for Summer 2017 Founders Circle** (will be provided). Intention is to promote clarity of intention and commitment, not exclusion.

\* Existing Platinum-Mastery student-leaders: not required for admission.

Maximum 25 admitted each season (twice yearly). The founders circle (first season is June 2017) will be limited to 12 admissions.

### Term:

One (1) year to complete all requirements - Mastery and Platinum students have the option of retro-active participation - see VRLT instructor (Karen) for details.

(if more than one year, requirements will be adjusted to reflect additional time. (See below) If life happens and you need more than 1 year, we can address this in your mentoring session)

### Agreement

Sign and submit the mastermind course agreement - which outlines your respect for these commitments and your sister student-leaders.

### Course Completion

Complete all of the online modules of VirtualRetreatU.com & related online reflections (checklists at end of each module) - based on existing/2017 Mastery program. Offered twice yearly - you can participate for each season.



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## Mastermind Gathering Attendance

Attend 50% (6/12) of our live virtual mastermind gatherings - weekly and offered twice each year, alternating day and evening hours to accommodate the lives and international diversity of our mastermind sisters.

Submit feedback on the other 20% (4/12) in which you participate by replay (forms will be provided)

Attend Virtual Retreats  
Attend a minimum of four (4) virtual retreats (VRLT or other) and submit reflection and evaluation from leadership & attendee perspective (journal template will be provided)

## Lead Virtual Retreats

One year: lead a minimum of four (4) virtual retreats, with no fewer than four (4) attendees each, for a minimum of 90-minutes, with practice using various media skills (audio, computer, video conferencing).

If you need two (2) years to complete, then a minimum of six (6) retreats will be required.

## Assessment and Review

VRLT reflection: Receive feedback from VirtualRetreatU™ instructor (Karen) on two (2) of the retreats you lead - attending live or Karen reviews recording

Personal reflection: submit your own feedback on the other two (2) virtual retreats you lead (forms will be provided)



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## Mentoring Sessions:

Receive four (4) 1:1, private coaching sessions with Karen. For maximum guidance and support, I suggest the following flow:

- ☀ Before or shortly after start your Mastery - certification journey - to help you get clear on your intention, where to focus your time and energy, and simplify your journey
- ☀ During the year as-needed to support mindset mastery and implementation.
- ☀ Closure/celebration - to get clear on your next steps and keeping retreat alive in your life and business. Letter of Certification

Submit to Karen and share during closing mentoring meeting. This is an opportunity for you to reflect on your experience and get clear on your next steps in life, retreat leadership and keeping your personal retreat practice alive.

## VRLT Online Directory

Submit information for VRLT Online Directory of certified coaches (form will be provided) - inclusion is a benefit of our alumni circle.

## Alumni Circle

You are invited to join our alumni circle, included for the first year after certification, with option to renew annually thereafter.

This circle provides the option to participate in monthly group calls, alumni circle gatherings.

## Certification certificate and logo



Receive a Certificate of Completion and a Certified Group Program Leader logo banner to use in your materials and on your websites

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## Resources Received

- ☀ VRLT Core Modules & benefits (DIY, Mastery) - online DIY modules: audios, videos, PDF
- ☀ Weekly and monthly group mastermind calls
- ☀ Focus Fridays
- ☀ Private mentoring with Karen (VRLT instructor)
- ☀ Option for practice lead with Karen and/or members of certification mastermind (VRLT instructor/Karen will help organize)
- ☀ Bonus: Private Facebook group
- ☀ Bonus: YINpreneur™ Village membership for access to resources to support your personal practice and examples of virtual retreats

## Core Modules (course work & related quizzes)

- ☀ Foundation - where start and your why
- ☀ Your Big vision - your intention, vision, potential attendees
- ☀ Transformation Content - flow and transformational activities
- ☀ Media Delivery - tech and apps to promote and deliver your retreat/course
- ☀ Package, Price, Own Your Value - price your retreat & confidence (mindset)
- ☀ Communication, Community, Messaging (marketing)
- ☀ Post-Retreat Opportunities - communication & future retreats

## Questions:

Email Karen with questions or to arrange a brief phone conversation.

