



empathy + insight = connection

Professional Coach Certification Manual



is a U.S. 501(c)3 non-profit organization founded by Rita Marie Johnson.

Rasur Foundation International (RFI) gratefully acknowledges the work of the HeartMath Institute and the Center for Nonviolent Communication for inspiring the Connection Practice.

Rasur Foundation International is not associated with any political party, group or religion. We take a neutral stand that enables all people to learn the Connection Practice.

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Coach Certification Course Overview

Topics	Activities
<p>Day 1 – Overview: Introductions; Logistics; Course Overview; Who We Are and What We Do; Professional Values; Conflict List; Assessment Process; Final Interview; Launch Plan; Coach Agreement</p>	<ul style="list-style-type: none"> • Name, Passion, Strength and Motivation to Become a Coach
<p>Orientation to Connection Practice Coaching Coaching Standards; What Coaching the Connection Practice is <u>NOT</u>; Coach-Client Agreement: Freeform Empathy; Self-Study Coaching: Adding Coach Slide Deck; Connection Circles; Preparation for Coaching, Logistics of Magnetic Boards and Digital Boards; emWave and Inner Balance resources; Orientation to Coaching Guide</p>	<ul style="list-style-type: none"> • Demo of freeform empathy • Practice freeform empathy
<p>Connection Practice Coaching</p>	<ul style="list-style-type: none"> • Demo of a first Coaching Session on a conflict with another person using Coach Slide Deck and digital Boards with <i>When the Going Gets Tough the CP Gets More Tender</i>: <ul style="list-style-type: none"> ○ Quick Coherence demo ○ Instructing and leading Heart-Brain Insight (HBI) ○ HBI Insight demo ○ Sample HBI story ○ Demo of how to coach a conflict with another person • Practice coaching a conflict with another person like the demo above without slides • Demonstrate Coaching Emotional Safety in a Small Group
<p>Day 2: Connection Practice Coaching Assessments in Breakouts</p>	<ul style="list-style-type: none"> • Coaching a conflict with another person like the Day 1 demo (slides, digital Boards) • Coaching Emotional Safety in a Small Group
<p>Next Steps, Expressing Appreciation and Met Needs Send assessments; Prepare Launch Plan and agreement for final interview; Closing by expressing met needs.</p>	<ul style="list-style-type: none"> • How to coach Connection Circles • Demo of expressing appreciation • Expressing met needs

Who We Are and What We Do

Why do we teach the Connection Practice?

We can learn to live in a way that reflects our innate connection, where we enjoy emotional safety with each other and discover creative, peaceful solutions to daily challenges. Each person who becomes skilled at the Connection Practice creates a ripple effect that positively impacts future generations.

Our Story:

Rasur Foundation International was founded to teach the Connection Practice. It is named for an epic poem, *Rasur or Week of Splendor* by Roberto Brenes Mesen, a Costa Rican:

One day, ages ago in Costa Rica, in the village of Quizur, all the children suddenly disappeared! A mysterious being named Rasur had silently called them into a mountain and was teaching them about the hidden treasures in their hearts. His words revealed how to live from compassion and wisdom, in harmony with others and with nature. Soon the children felt connected to each other and to all of life.

After realizing the youngsters were missing, the parents searched the countryside, calling for them. They heard them singing inside the mountain, and they looked for a hillside entrance but didn't find one. Instead, they had a timeless moment when their painful memories were erased and their innocence was restored

At day's end the children emerged, radiant with joy, and told their parents what they had learned from Rasur. Now the adults were reassured that their children were safe and were having an extraordinary experience in this unique classroom. They allowed the children to go back every day and, in the evening, would hear what their sons and daughters had learned.

Before long, the empathy of the villagers created a culture of peace; now people walked arm in arm and sat beneath trees to listen to each other. Insights soon led to a wave of creativity - an artist was painting a magnificent landscape of the mountains, and the musicians were playing symphonies that could take your breath away. Young people were creating vegetable gardens that looked like works of art, and the women's embroidery depicted the beauty of life.

At week's end, Rasur said he had to teach other children in the world. The children cried, "Oh no, don't go!" Rasur replied, "Don't worry. If you miss me, just bend your ear down to your heart and you'll know I'm there."

The children came out of the mountain one last time and told their parents that Rasur had traveled on. They all began to talk about the meaning of this visit. One of the men said, "Before directing the lightning in the sky, we must first harness the storms in our own hearts." They all agreed. Rasur had shown the way to live from compassion and wisdom, and the people of Quizur had been inspired to follow his lead. Now they knew how to live from the heart, an awareness that would be passed from generation to generation.

Vision:

We envision a world where people discover positive solutions to challenges, connect peacefully with each other and celebrate life.

Mission:

We teach people the Connection Practice, a synergistic combination of empathy and insight, so they can live confidently, resolve challenges quickly, and enrich their relationships. This wellness skill maximizes social-emotional intelligence, creates emotional safety and leads to life-affirming choices. Each person who learns the Connection Practice creates a ripple effect that positively impacts future generations.

One in five students show symptoms of a mental health disorder. Many face bullying, violence, depression, addiction, or other risks. Educators and counselors strive to help but are often overwhelmed and unsupported, leading many to leave their professions. We go the extra mile to support champions of youth (school counselors, parents, educators) so they can empower themselves and the next generation.

Tagline:

empathy + insight = connection

Website:

www.connectionpractice.org

Contact:

info@connectionpractice.org

Definition, Benefits, Implementation and Call to Action:

Definition: The Connection Practice is a science-based skill that unites empathy and insight to meet challenges in life. It quickly transforms confusion into clarity and conflict into connection.

Benefits:

- builds social-emotional intelligence
- reduces stress, conflict, and addictions
- prevents unnecessary loss of human potential
- leads to authentic, emotionally-safe relationships

Implementation: Rasur Foundation International certifies Coaches and Trainers to teach the Connection Practice to individuals and to:

- Schools and youth organizations
- Counseling centers, therapists in private practice
- Parent organizations
- Job training organizations
- Local and global nonprofits
- Educational degree programs in colleges and universities
- Faith-based organizations

Call to Action: Take a CP course (recorded, online or in-person) that includes coaching or breakouts to attain the CP experience, purchase digital Boards for ongoing practice and join the CP Global Community. If desired, become a certified CP Coach and certified CP Trainer.

Credibility:

- Rita Marie Johnson, creator of the Connection Practice, was named *One of the 10 Most Promising Women in the Healthcare and Wellness Industry* by Global Healthcare Magazine in Oct. 2024.
- The Connection Practice (CP) received the *Ashoka Changemakers Innovation Award: Building a More Ethical Society*, chosen from 79 projects in 32 countries
- The CP was implemented in Costa Rican public schools. Over 1500 teachers received 40 hours of training and rated the course 97.9 out of 100 on the Ministry of Education Evaluation.
- Rita Marie taught the CP for credit at the United Nations University for Peace, a graduate school for international leaders and has taught professionals at Harvard and Stanford.
- Over 100,000 adults and children have learned the Connection Practice
- *Completely Connected: Uniting Our Empathy & Insight for Extraordinary Results*, an Amazon bestseller, received a *Nautilus* award in Psychology in the *Better Books for a Better World* contest.
- Endorsed by President Oscar Arias, Nobel Peace Prize Laureate
- Endorsed by Eileen Rockefeller, co-founder of CASEL, the leading US organization on social-emotional learning.
- Over 250 certified Connection Practice trainers in US, Japan, Canada, South Korea, Costa Rica, etc.
- All Connection Practice courses can be taken online with digital CP Boards so they can be offered to large audiences, school districts or individuals anywhere at any time in any language.
- Cragmont Elementary in Berkeley implemented the Connection Practice Curriculum with the new magnetic Boards with the following results.
 - After sheltering in place and going online, it was the only class in the school that had 100% attendance.
 - 66% of students reported that naming their feelings is very easy or easy to do
 - 66% of students reported that guessing the feelings of others is very easy or easy to do
 - 72% of students reported that naming their needs is very easy or easy to do
 - 61% of students reported that guessing the needs of others is very easy or easy to do
 - 74% of the students reported that it is very easy or easy to get coherent
 - The teacher, Carole Goyen, said she had expected this year to be the worst ever because of the reputation of the incoming cohort. However, it was the best year ever because of the Connection Practice.
 - Parent, Dr. Davi Pakter's testimony <https://youtu.be/RKNEtrBQh2I>
- In the midst of COVID-19 and distance learning chaos in schools in September 2020, on a scale of 1-10, the Connection Practice Intensive received an average rating of 9 from 15 school counselors in 2 different school districts.
- Each step of the Connection Practice is based on science:
 - Naming feelings reduces irrational reactions of the amygdala in the brain.
 - Heart-brain coherence reduces irrational reactions of the amygdala.
 - Naming our own needs and guessing another person's needs gives us perspective and is called cognitive empathy.
 - Heart-brain coherence brings about positive affect, which increases access to insights.

Our Professional Values

1.	We aim to embody connection. At the same time, we realize it's about connection, not perfection.
2.	We put empathy before honesty in our communications.
3.	When we react or make a mistake when teaching or working with others in our community, we take responsibility for it. Then, if possible, we create a "do over" that results in greater connection.
4.	We keep sensitive information confidential, whether it is from a client or colleague.
5.	We hold precious the integrity of the Connection Practice and don't mix it with other methods.
6.	We adhere to the coaching and training standards that we were taught.
7.	We refrain from defining the Connection Practice as a combination of HeartMath and NVC. Instead, we explain that the Connection Practice transforms turmoil into caring connection with self and others.
8.	We respect the years of learning that evolved into Connection Practice activities and materials and do not make changes in them. If we have a suggestion for improving them, we write to Ellen Anderson, Director of Education.
9.	We strive to spread the Connection Practice through the testimonies, stories and images that we gather.
10.	We are accountable to the agreement we made with RFI, including sending in the names of those we coach and train so they can receive the CP global newsletter with inspiring content and important announcements. If they say "yes," participants can sign up at the end of a coaching session or course at www.connectionpractice.org when the pop-up request appears. After 2 coaching sessions or 1 course, we encourage participants to join the CP global online community, so they stay engaged and gain a sense of belonging.

Conflict List

Please fill this list out prior to the course so you have a conflict in mind for each exercise. Select conflicts that you are willing to share with others in this group. Having your conflict ready saves time and keeps you in sync with others in your group.

1. List a conflict or tension with another person that is current or that wasn't settled peacefully in the past.

2. List a conflict or tension with another person that is current or that wasn't settled peacefully in the past.

3. List a difficult conflict with another person that is current or that wasn't settled peacefully in the past.

4. List a conflict with another person that is current or that wasn't settled peacefully in the past.

Standards for Coaching the Connection Practice

Below are the standards for coaching the Connection Practice clearly, accurately, and with a heart of connection. All Connection Practice Coaches are responsible for maintaining these standards. This enhances name recognition and ensures we pass on the Practice with integrity.

1. Demonstrates a heart of connection

- Gives empathy, anywhere, anytime, without the use of Boards or lists
- Stays connected with the client and tracks with their inner life
- Makes eye contact
- Listens more than talks
- Refrains from giving advice and/or strategies

2. Demonstrates empathetic facilitation in leading the client to the main needs

- Invites the client to briefly share their issue
- Assists client in reducing the issue to a statement of the trigger (when negative feelings were strongest) that starts with the word “When”
- Invites the client to name their own feelings
- Guesses a feeling only if the client has missed naming something obvious
- Guesses the client’s needs; invites them to add additional needs and the main need
- Works with the client to guess the feelings and needs of the other person; invites the client to guess the main need
- Places the two main needs next to each other

3. Introduces Heart-Brain Insight clearly

- Gives all of the instructions at the beginning
 - Says: I will lead you through Quick Coherence
 - Asks: What will you use for appreciation?
 - Says: I will remain silent after the third step
 - Says: When you feel coherent, you ask yourself, “What do I need to know?”
 - Says: When you get an insight, open your eyes so I know you are complete.

4. Leads Heart-Brain Insight accurately

- Leads Quick Coherence appropriately
 - Uses the essential words: Heart focus; Heart breathing; Heart feeling of appreciation
 - Doesn’t use “thinking” words, such as “think about,” “thought,” “imagine,” “bring to mind,” etc.
 - Leads each step slowly, pausing to allow the client time to follow the guidance (do it yourself at the same time)
- Stops talking after the third step of Quick Coherence
- Opens eyes and stays in coherence with the client throughout
- If the client hasn’t opened their eyes in a reasonable time, invites them to do so and share their experience; responds appropriately

5. Responds empathetically after the client gets an insight

- Invites the client to share their insight and savor it
- Asks about the action plan if one is needed
- Refrains from analyzing the insight or strategizing the action plan

What Coaching the Connection Practice Is NOT

Just as it is important to know how to coach the Connection Practice, it is equally important to know what **not** to do when coaching.

These reminders can be helpful:

1. Do not use feelings words that are not true feelings, such as betrayed, disrespected, ignored, attacked, etc. If the client uses these words, ask them what the feeling is under those perceptions.
2. It is not necessary to be exhaustive in guessing feelings and needs. Identify the ones that are most significant.
3. Do not summarize the feelings as this can re-trigger them.
4. Do not continue to guess needs after the client has indicated through words or body language that the main need has been identified.
5. Do not contribute platitudes, spiritual principles or other beliefs as this takes clients out of their hearts and into their heads.
6. Do not offer your insights, advice or strategies about their situation or their insights – ever.
7. Don't add unnecessary words to any part of the process; trust the Connection Practice to do the work and trust that the wisdom needed is within the client.
8. Don't include extra information; just remember that anything you add will be about you, not the client.

Essentially, as the coach, you need to be the space for transformation to happen and you will shine when you allow that to unfold.

Coach-Client Agreement and Release of Liability

Nature of the Relationship

Coaching is not therapy or counseling. It is a relationship of equals. You are accountable for moving your objectives forward. Your coach is responsible for guiding you in the steps of the Connection Practice (CP). Your sessions will include learning the CP, improving your mastery, and exploring how to apply it in your life to build greater connection.

empathy + insight = connection

In addition, it is important to maintain a healthy coach-client relationship. If at any time your coach does not meet your needs, it's important to let him/her know right away. Similarly, if at any time your coach does not feel he/she can best meet your needs, he/she will share that with you and may suggest you seek a therapist. Together you can review your coaching experience and determine the best path for you to attain your goals.

Confidentiality

Coaching is a confidential relationship, and all information shared remains private.

Agreement

I have read the Connection Practice Coach-Client Agreement and want to move forward with coaching.

Name (Signature)

Date

The Connection Practice (CP1): Self-Study Coaching

Objectives for Coaching CP1

1. Teach **many more** people how to live from connection while keeping authentic, heart-to-heart communication in the process.
2. Create steady income from coaching the Connection Practice (\$100 per hour or e-mail coach for a sliding scale)
3. Encourage participants to stay engaged and become proficient at the CP over their lifetime.
4. Build brand recognition for the CP, which supports everyone.

The Connection Practice (CP1) – Five Modules

- Module 1 – What Is the Connection Practice?
- Module 2 – Empathy
- Module 3 – Insight
- Module 4 – The Synergy Between Empathy and Insight
 - ❖ Coaching sessions 1 and 2 to become a CP Novice, buy CP Boards, enter GC
- Module 5 – Creating Emotionally-Safe Relationships and Expressing Honesty
 - ❖ Coaching sessions 3 and 4 to become a Connection Practitioner, can apply for mentoring to enter Coach Certification Course

Requirements for Self-Study Coaches

- Certified Coach and have an active professional membership with RFI
- Calendar link such as free Setmore or Calendly with video link
- Payment link such as Stripe, Wise, PayPal or SINPE.
- Excellent camera to use with a video platform subscription (minimum 1 hour).
- Completed profile on www.connectionpractice.org with the words “Self-Study” first in the tagline, including email, a calendar link with video link embedded in it, and a payment link
- Completed profile on Global Community (GC) including email, a calendar link with video link embedded in it, and a payment link
- Subscription to digital Boards, either annual or lifetime.
- Coaches pay a minimum of 10% of coaching fees at the donation button on www.connectionpractice.org on the last day of each quarter to support marketing and administration and our nonprofit cause
- Commit to using social media and other avenues to promote the automated CP so that everyone benefits

Self-Study Coaching Steps

The client completes Module 4 of CP1 and looks for a CP Coach at

<https://connectionpractice.org/find-a-coach/> where they will have been instructed to search on “Self-Study”.

When they look at your profile, they will see your e-mail and a calendar link with the video link so they can set up an appointment. They will also see the payment link and these words, “\$100 or e-mail me for a sliding scale.”

When they request a sliding scale, respond accordingly and finalize the payment process along with the *CP Coach-Client Agreement & Liability Waiver* fillable form.

After receiving the payment and form, send the client an email with the *Conflict List/Heart-Brain Insight* handout and ask them to fill out the conflicts for the first two sessions (see sample e-mail below). Before the session begins, fill out your conflicts on the same *Conflict List*.

Use digital Boards during these sessions and have them ready before the session begins. You will be writing on the Boards and moving the feelings and needs words. Please practice using the Boards as instructed below in *Digital Connection Practice Boards on Zoom* so you can maximize facial connection. You will save each session as a pdf and send it to your client.

Now you are ready for your first session. Remember that you should refer clients to a therapist when the client's needs exceed your expertise, when the client's well-being is at risk, or when you are unable to effectively help the client make progress.

After the client listens to CP1 through Module 4, coach them on sessions 1 & 2. After completing session 2:

- Send an email to info@connectionpractice.org confirming completion
- Send the client the *Connection Practice Worksheet* and the Connection Practice Novice Certificate with the date and your signature

After the client listens to CP1 through Module 5, coach them on sessions 3 & 4. After completing session 4:

- Send the client the Connection Practitioner Diploma with the date and your signature and ask them if they want to become a certified Coach.
- Send an email to info@connectionpractice.org confirming completion and interest in coaching

For sessions 1, 2, and 4, you coach your client on their issue. Then you reverse roles, and your client will serve as the partner for your issue.

For session 3, recruit a volunteer who knows the CP and is unfamiliar to your client. You will serve as both a Coach and a participant. You will ask who wants to go first, and you will share your issue last.

You can recruit several participants to watch CP1 together in a series. Coaches have agreed not to share their link to CP1 so clients must first purchase the course from www.connectionpractice.org.

When you have more than two clients watching the CP1, you will need to schedule separate coaching sessions with each set of partners.

When you have a prospective client, you can offer a reduced rate if they bring a partner. This motivates them to sign up and is the best way to learn the CP. It also frees you from providing conflicts and recruiting a third person for the small group session.

If you have any questions, contact info@connectionpractice.org.

Sample email in response to a client booking an appointment, making their payment and returning the *CP Coach-Client Agreement & Liability Waiver*

Dear _____,

Thank you for signing up for your first Connection Practice (CP) coaching session with me.

I'm delighted that you have decided to experience the CP firsthand.

Please have *The Connection Practice Manual* easily available during our session.

Attached is an additional handout that you will need to print: *Client Conflict List & HB Insight Script*

Please fill out the conflicts for Session 1 and 2 on that handout.

During our coaching sessions, I will coach you and then you will coach me on the same type of conflicts. In this way, you will quickly learn to use the CP in your life.

I look forward to getting to know you and sharing the CP journey.

In connection,

Coach _____

Sessions 1 & 2: Conflict with Another Person and Inner Conflict

	Person Who Shares	Coach
1	a) Share your challenge with your Coach. Focus on the trigger moment.	b) Listen with an open heart. Help zero in on the trigger moment. Write it on the Board beginning with the word "When ...".
2	a) Identify and name your relevant feelings.	b) Place the named feelings on the Board. c) Guess other important feelings that might be missing; if confirmed, place them on the Board.
3	b) Listen as your Coach guesses needs and confirm if they are accurate. d) Name any needs your Coach missed.	a) Guess some needs. c) Place the confirmed needs on the Board. e) Place additional needs on the Board. f) Ask what the main need might be.
4	a) Name your main need.	b) Place it in the main need space. c) If this is an inner issue, go to Step 8. Otherwise, continue to Step 5.
5	a) Identify the trigger of the other person. c) Guess and share the other person's feelings.	b) Help identify the trigger of the other person d) Help guess the feelings of the other person and place them on the Board.
6	a) Guess and share the other person's needs.	b) Help guess the needs of the other person and place them on the Board.
7	a) Guess and share what their main need might be	b) Place it in the main need space. c) Place the two needs together on the Board.
8	Coach gives instructions for steps 8 and 9, then leads Quick Coherence and remains silent after the last step. "Heart focus, Heart breathing, Heart feeling of appreciation."	
9	b) Access a Heart-Brain Insight by asking, "What do I need to know?" Listen for the answer and open your eyes when it comes. c) Share your insight with your Coach.	a) Remain in coherence. d) Listen. Write the insight on the Board. Celebrate the insight; don't analyze it.
10	a) Share how you will act on your insight.	b) Write down the action step; don't offer advice or strategies.

Session 3: Emotional Safety in a Small Group

This activity is for a small group plus the Coach. The objective of the activity is to demonstrate how to quickly build emotional safety in a group. You shouldn't have more than 3 participants in this activity.

Preparation: Log in to your digital Boards and select the language you will be using. It is not necessary to be exhaustive in choosing feelings and needs. The main need(s) are the liberators and are important to identify before accessing an insight.

A. Feelings		
1.		Person briefly presents a conflict with another person.
2.		Coach asks, "When were the negative feelings the strongest?" The Coach writes it on the Board beginning with the word "When ..."
3.		Person names their feelings, and the Coach moves them on the Board.
4.		Coach only guesses other feelings if one is missing that seems significant.

B. Needs		
1.		Coach models how to guess the person's needs by identifying a need, making eye contact and using guessing language. The person doesn't say "yes" or "no," just "thank you, ____ (name of person guessing). This ensures no one is afraid to make a wrong guess.
2.		Group members rotate taking two turns guessing needs.
3.		Coach asks the person to pick any other appropriate needs.
4.		Coach asks the person to identify the main need. The Coach places it in the main need space on the Board.

C. Empathy for the other		
1.		Coach asks the person to identify the trigger and then guess the feelings and needs of the person they are in conflict with and asks group members to take turns doing this. The person with the issue guesses first and then the group member rotate taking two turns guessing. The Coach moves the feelings and needs on the Board. The person with the issue adds any additional guesses. There is no need for the person to say "thank you" this time or say "yes" or "no." All guesses are simply accepted. This process continues to ensure emotional safety.
2.		Coach asks the person with the issue to name the main need and moves it on the Board.
3.		Coach puts the two main needs side by side on the Board.

4.	Coach asks the person if they feel the “ahh” of empathy. If yes, the process is complete. If they don’t feel complete, guess empathically until the main needs land in the heart.
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D. Heart-Brain Insight	
1.	After every person in the group has processed their conflict, the Coach ensures that everyone remembers the main needs in their conflict. Coach gives instructions for Heart-Brain Insight (see the Script).
2.	Coach leads the group into a Heart-Brain Insight.
3.	Coach waits until all participants have their eyes open. If someone doesn’t open their eyes after four minutes, ask them to do so. Then ask if they were struggling to get an insight and give them empathy.
4.	Coach reminds participants that we don’t analyze or discuss insights. We savor and celebrate them. Participants are invited to share their insights if they like. There is no pressure to share.
5.	Coach asks participants if this activity created a greater sense of emotional safety in the group.

Session 4: When the Going Gets Tough, the Connection Practice Gets More Tender

	Person Who Shares	Coach
1	a) Share your challenge with your Coach. Focus on the trigger moment.	b) Listen with an open heart. Help zero in on the trigger moment. Write it on the Board beginning with the word "When ..."
2	a) Identify and name your relevant feelings.	b) Place the named feelings on the Board. c) Guess other important feelings that might be missing; if confirmed, place them on the Board.
3	b) Listen as your Coach guesses needs and confirm if they are accurate. d) Name any needs your Coach missed.	a) Guess some needs. c) Place the confirmed needs on the Board. e) Place additional needs on the Board. f) Ask what the main need might be.
4	a) Name your main need.	b) Place it in the main need space.
5	a) Identify the trigger of the other person. c) Guess and share the other person's feelings.	b) Help identify the trigger of the other person. d) Help guess the feelings of the other person and place them on the Board.
6	a) Guess and share the other person's needs.	b) Help guess the needs of the other person and place them on the Board.
7	a) Guess and share what their main need might be. d) Close your eyes and ask yourself, "Do I feel authentic empathy for the other person, or do I need to go deeper?"	b) Place it in the main need space. c) Place the two main needs together on the Board. e) If the answer is "no," reconsider the main needs.
Coach gives instructions for steps 8 and 9, then leads Quick Coherence and remains silent after the last step. "Heart focus, Heart breathing, Heart feeling of appreciation."		
8	b) Access a Heart-Brain Insight by asking, "What do I need to know?" Listen for the answer and open your eyes when it comes. c) Share your insight with your Coach.	a) Remain in coherence. d) Listen, and don't comment. Write the insight on the Board. f) If the person answers "yes" to the question in e), celebrate together. If the answer is "no," lead them back into coherence to seek another insight. Celebrate the insight; don't analyze it.
9	e) Close your eyes and ask yourself, "Does my insight take both person's needs into consideration?" If the answer is "yes," you celebrate. If the answer is "no," your Coach will lead you into Heart-Brain-Insight again.	
10	a) Share how you will act on your insight.	b) Write down the action step. Listen; don't offer advice or strategies.

Another Coaching Option: Connection Circles

What is a Connection Circle?

It's a group that provides a supportive environment for mastering the Connection Practice and building deep friendships.

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A Connection Circle reinforces the skills you have already learned so you can resolve issues and celebrate life. You will experience accelerated personal and professional growth by:

- continuing to build your feelings and needs vocabulary and enhance self-empathy and empathy for others
- reinforcing the experience of coherence so that you can attain it whenever needed
- accessing insights quickly and efficiently for practical application in your daily life

Who can attend a Connection Circle?

- Anyone who has taken a Connection Practice workshop or course

Note: Members of circles may permit newcomers who are curious about the Practice to attend with the understanding that they may observe and listen. People who haven't yet learned the Practice often struggle and lack confidence if they participate without any preparation. In addition, regular Circle participants may feel frustrated when time is taken to teach newcomers the basics. The decision to allow newcomers to attend should be made by unanimous consent of the members so that emotional safety is sustained in the group.

What is the ideal number of people in a Connection Circle?

For in-person groups, 4-8 people are ideal depending on the length of the meeting. When more people attend, the group can begin and end together and break up into smaller circles to practice. For online Connection Circles, it's best to limit attendance to four participants. This allows for full participation and an enriching experience in a one-hour session.

How do you start a Connection Circle?

A certified Connection Practice coach who is willing to lead the group initiates and registers it at www.connectionpractice.org. As people master the Practice, the coach may mentor someone in the group to take over the leadership role. Once that person has demonstrated mastery of the Practice, as determined by the coach, he or she can assume leadership of the circle.

How often does a Connection Circle meet?

Most circles meet every other week, typically for 1-2 hours for in-person groups and 1 hour for online groups.

What materials are needed?

The leader provides a Feelings and Needs list for every participant.

How much does it cost?

The Connection Practice coach sets a price for participation and participants pay directly to him or her.

The coach requests that each participant become a member of Rasur Foundation International, which is achieved through a donation. Each person can go to the donate button on the home page of www.connectionpractice.org and choose an amount for the donation. These funds support the infrastructure needed for Connection Circle groups to succeed and help spread the Connection Practice.

Connection Circle Format

1.	Make a circle.
2.	The Connection Practice coach leads everyone in the Quick Coherence Technique.
3.	The coach reminds everyone to give empathy, not advice or strategies (e.g., are you feeling ... because you need ...), and asks who would like to begin.
4.	The first person shares a challenge with another person, an inner issue, or a celebration. The person next to them in the circle guesses their feelings and needs and asks them to identify the main met or unmet need.
5.	When the first person is complete, the person who gave them empathy shares. This process is repeated until everyone in the circle has had a chance to share and has identified a main met or unmet need.
6.	At times, the person who receives empathy is so moved emotionally that it is challenging for them to give empathy to the next person. In that case, skip that person and move on to the next one.
7.	The coach asks everyone to remember their main need, met or unmet. Then the coach leads everyone into coherence so they can access a Heart-Brain insight. The coach speaks the three steps of coherence and is silent after that.
8.	After everyone has their eyes open, the coach asks if anyone would like to share. Participants can share their insights but do not analyze them. It is important to respect each person's insight and not allow participants to comment on them.
9.	Lastly, the participants stand and make a circle (online this is a visual connection). They close by saying, "Let's stay connected!"

Heart-Brain Insight Script

Now I'm going to share the steps of receiving a Heart-Brain Insight.

First, I will lead you into Quick Coherence, which you have already learned: heart focus, heart breathing and heart feeling of appreciation.

What will you use for the focus of your appreciation? (Pause for answer)

Ok, good.

When I lead you into Quick Coherence, after the third step of heart feeling of appreciation, I won't say anything more.

When you feel you are coherent, silently ask yourself, "What do I need to know?" Listen quietly inside, embrace whatever comes.

Then open your eyes, so I know you are complete.

Remember, please open your eyes when your insight comes. If you have your eyes closed for more than 4 minutes, I will ask you to open them.

Now I will lead you into a Heart-Brain Insight.

I invite you to bring your hand to your heart and close your eyes if you are comfortable with that.

Now bring your attention down to your heart, dropping all your energy down; heart focus.

(Pause as you do it with your client)

And now, breathe deeply and rhythmically as if breathing through your heart; heart breathing.

(Pause as you do it with your client)

Now, feeling appreciation for whatever is easy for you, like a big smile in the heart; heart feeling of appreciation.

Digital Connection Practice Boards on Zoom

You can share your content in either the primary or breakout rooms.

Before sharing your screen, follow these steps:

1. Click "View" in the top right corner.
2. Select "Multi-speaker" to choose your preferred configuration.
3. Share your screen with the digital boards.

To adjust the view:

1. Click the three dots next to the CP thumbnail logo.
2. Find the zoom options in the dropdown menu and set it to 50% or 75%.

To arrange your view:

1. Drag your video feed window to the far left.
2. Select "show thumbnail" to display 2-3 squares of faces.
3. Move the boards and video feed as necessary.

To arrange client's view:

Tell clients to click the View Options tab (or the View button) at the top right of the screen. Select "side by side" mode. Tell them to move themselves to the left over the extra white space. Then drag the vertical separator to adjust the proportion between the shared content and the participants' video. They can also use the Zoom in and out button at the three dots at the top right of the screen to help in screen adjustment at any time.

Demonstrating HeartMath Software in Different Coaching Scenarios

Comprehensive Session including Coaching Slides

Target Audience:

Someone who wants to learn the Connection Practice

Note: You can coach with or without Connection Practice Boards; if your client wants to receive a set of Boards, you must provide at least four coaching sessions in your coaching package.

Coaching Options:

- Online: Attach sensor to coach's ear
- In-Person: Attach sensor to client's ear

Software Options:

- Inner Balance
- emWave

Script (refer to the Coaching Guide)

Coaching Session with Minimal Instruction

Target Audience:

- Someone with a painful issue – they need immediate support
- Someone to entice – encourage them to do more with the Connection Practice

Coaching Options:

- Online: Attach sensor to coach's ear
- In-Person: Attach sensor to client's ear

Software Options:

- Inner Balance
- emWave

Script:

- (Show the slide with the graph of frustration and coherence and explain it briefly.)
- When you are in a coherent state, that's when you are most likely to access an insight, which you will get to try when we work on your issue.
- What would you like to choose to appreciate? (Listen; respond as appropriate.)
- (Attach the sensor.)
- High coherence will be green, medium will be blue, and low will be red.
- This is where you will see the colors when I run the program. (Point to the location on the screen.)
- (Run the program.)

The Connection Practice Training Track

Self-Study Courses:

The Connection Practice (CP1)

- Receive a certificate of completion

The Connection Practice (CP1) + 2 Coaching Sessions

- Receive a certificate and title: Connection Practice Novice
 - Can purchase CP Boards
 - Can join the CP Global Community
 - Can share the CP with family and friends
 - Meets the prerequisite for the *Curriculum Course* to become a Qualified Children & Youth Instructor (CYI)

The Connection Practice (CP1) + 4 Coaching Sessions

- Receive a diploma and title: Connection Practitioner
 - Meets the prerequisite for Mentoring (2 hours) + Coach Certification

The Connection Path (CP2)

- Receive a certificate of completion
 - When coaching sessions are also completed, a certified CP Coach meets the prerequisite for Trainer Certification in CP2

Connection Mediation (CP3)

- Receive a certificate of completion
 - When coaching sessions are also completed, a certified CP Coach meets the prerequisite for Trainer Certification in CP3

In-person or Live Online Courses:

Inner Wellness for Success (IW1A)

- Receive a certificate and title: Connection Practice Novice
 - Can purchase CP Boards
 - Can join CP Global Community
 - Meets the prerequisite for the *Curriculum Course* to become a Qualified Children & Youth Instructor (CYI)

Emotionally-Safe Relationships (ESR1B)

- Receive a diploma and title: Connection Practitioner
 - Meets the prerequisite for Mentoring (2 hours) + Coach Certification

Professional Training Track (after becoming a Connection Practitioner)

Coaching and Training Adults for Income:

Coach Certification Course (after 2 hours of being mentored)

- Receive a certification and title: Connection Practice Coach
 - Can coach Self-Study CP1
 - Meets the prerequisite for Trainer certification – Level 1

Trainer Certification Course – Level 1 (must be a CP Coach to take this course)

- Receive a certification and title: Connection Practice Trainer – Level 1
 - Can teach *Inner Wellness* and *Emotionally-Safe Relationships*
 - Meets the prerequisite for Trainer Certification – Level 2

Trainer Certification Course – Level 2

- Contact info@connectionpractice.org on becoming a Level 2 Trainer and Master Trainer

Teaching Children & Youth and Teaching Educators for Income:

- *Curriculum Course* (must be a Connection Practice Novice to take this course)
 - Receive a certificate and title: Children and Youth Instructor (CYI)
 - Can teach the *Connection Practice Curriculum* to children and youth in the classroom or individually
- *Curriculum Instructor Course* (must be a CP Trainer and CYI)
 - Receive a certification and title: Curriculum Instructor (CI)
 - Can teach the *Connection Practice Curriculum* to educators, counselors and parents

For further details on course costs and duration or to sign up for a course, check out

<https://connectionpractice.org/courses-and-certifications>

If you still have questions, contact info@connectionpractice.org