



Mentoring Handbook

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Karl-Heinz Finke

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Holistic Biography Work ... bringing spirit to life

Welcome

Welcome to information about the 3-year *Mentoring Program* offered online by *Holistic Biography Work*, in both English and Mandarin, to graduates of accredited Biography Work trainings.

At the conclusion of this Mentoring Program, Mentees will have:

- greater knowledge of Holistic Biography Work, and the capacity to apply the tools and methodology with both individuals and within groups
- practiced group facilitation related to Biography Work, and gained greater skill in working with others
- deeper self-knowledge based on biographical exploration, learning, self-discovery, personal development and spiritual awareness
- specific knowledge and skill related to work with adults as an educator
- a global network of supportive colleagues in Biography Work

The pre-requisite for joining the *Mentoring Program* is: completion of a recognised Biography Training, usually a 3-year process with an accredited Trainer. *Please note* that this Training does NOT need to be with us, but it should be accredited. Prospective Mentees will be asked to supply a copy of their graduation Certificate.

Once accepted, Mentees are supported to learn more about adult education as well as our holistic approach to Biography Work by working with our Trainees.

Mentees have different personal goals in completing the Mentoring Program. Some do so for personal and/or professional development. Some want to gain greater knowledge and apply it to their work as Biographical Consultants. Some want to develop greater self-confidence in the design and delivery of their own Biography courses or training programs.

We have been running courses online since mid-2020, including all the modules within our 3-year *Training Program*. Mentees have access to all our learning materials and resources— recorded video lectures, Study Guides, Readings and activities. They participate in the online sessions related to our Training Program modules.

The main carrier of this program – Karl-Heinz Finke – has been facilitating Biography Work and other personal development trainings for over 30 years. Our resources in this *Mentoring Program* are created out of his experience, deep learning, reflection and study. He has conducted many trainings world-wide.

Together, we have developed an approach that acknowledges cultural diversity, the desire for individual development and impulse of service to others. We share our own learning and understanding over the 3 years of this Mentoring journey, and look forward to working with those who feel a connection to this work.

Our Mentees receive a *Mentoring Journey Record*, with which they keep track of their learning journey. This forms part of the final acknowledgment and certification at the conclusion of their *Mentoring Program*.

Contact us with any questions by using our email address:

mail@holisticbiographywork.com



Karl-Heinz Finke

Experienced Teacher of Biography Work, with additional studies in Adult Education, Anthroposophy and Social Sciences. Has completed 24 three-year cycles of Training in Biography Work globally. Has trainings ongoing in Taiwan, and Online. Founding member of ITF (International Trainer's Forum) associated with the School of Spiritual Science, Goetheanum (Dornach, Switzerland), which accredits Biography Training Programs. Personal teachers relevant to this work: Gudrun Burkhard, Coenraad van Houten, Helmut ten Siethoff and Ate Koopmans.



Laura Summerfield

Worked as a Psychologist in Australia for 15 years, counselling all ages. Now provides Student Support and creates learning resources in Holistic Biography Work. Has post-graduate qualifications in both Psychology and Education, including a Masters degree in Steiner Education (UNE, awarded 1998). Completed the 3-year Biography Work Training in 2007 with Karl-Heinz, now her partner in life and work. Sets Steiner's verses to music and sings them as part of her spiritual practice.

For more information, visit our website or subscribe to our newsletter

www.HolisticBiographyWork.com

Karl-Heinz and Laura

Overview of the Mentoring Program

Goal

To provide a comprehensive Mentoring Program in Holistic Biography Work that develops the capacity of Biography Work graduates to develop their work within developmental and educational settings.

Participants

- Graduates of Biography Work Training Programs who wish to conduct their own courses or trainings (whether accredited or not).
- Graduates who are interested in deepening the theory and methodology of Holistic Biography Work to apply within their own practical work.
- Those interested in ongoing personal and/or professional development.

Aims

- To support the personal and professional development journey of Mentees over the course of the *Mentoring Program*.
- To deepen knowledge of theory and methodology of Holistic Biography Work, and its application to individual biographies, and to provide opportunities to practise and gain skills in group facilitation.
- To encourage deeper understanding of the human life journey, explored within the different modules of our 3-year *Training Program*.
- To support greater clarity around individual life purpose and service.
- To increase self-confidence in communication and facilitation.
- To deepen knowledge of Adult Education, as a specific discipline, different from the education of children and young people.

Outcomes

- Completion (sometimes a repeat) of **3 Core Modules** in Holistic Biography Work:
 - *The Helping Conversation*
 - *Destiny Learning*
 - *Meeting Conflict*
- Completion (or repetition) of 2 or 3 **Theme Modules** per year from within the *Online Training Program*:
 - Year 1: *Typologies; Mental Health Challenges; Communication Skills*
 - Year 2: *Life Encounters; Mental Health Crisis; Destiny and Karma*
 - Year 3: *Mission and Meaning; Trials and Thresholds; Process Design*

- Completion of 3 Modules in **Adult Education**, one each year
 - *Guiding Groups: Creating and Holding an Open Space*
 - *Holistic Adult Education: Awakening the Will to Learn*
 - *Designing Integrated Programs: Learning for Head, Heart & Hands*
- Completion of 3 **Assignments** as part of the *Mentoring Program*:
 1. Complete personal *Spiritual Biography*
 2. Complete personal *Vocational Biography*
 3. Submit and present an *Integrated Course Design*
- Graduates of the *Mentoring Program* have sufficient training, experience and knowledge to develop and facilitate Biography workshops and Biography Trainings of their own.
- Participants are encouraged to join professional networks in their local areas, related to Biography Work, and to maintain collegial support networks.

Underlying Philosophy

Holistic Biography Work reflects on individual biographies or life stories against the backdrop of the archetypal developmental journey of humanity.

Mentees have the opportunity to strengthen and deepen their knowledge of individual Biography Work and this archetypal developmental journey, but also to develop greater self-knowledge. This offers powerful keys for future change and growth.

Mentees are encouraged to find their own way to express their connection to Biography Work – whether that be through Consultancy or through delivery of courses or Trainings. Or their knowledge and skill may be integrated within their professional work – e.g. within educational, allied health, therapeutic, arts and medical settings.

This is not an Apprenticeship Program, where a Master Teacher guides the Apprentice through defined stages of developing skill and experience.

Rather, the Mentee is supported, with access to courses, resources, experiences and colleagues, to find their own direction in relation to Biography Work.

Mentoring Methodology

Methodology

- Mentees complete (or repeat) modules within our *Online Training Program* to deepen their knowledge of Holistic Biography Work.
 - a. They receive the latest Learning Packs for all the Modules within the *Online Training Program*.
 - b. They repeat all Core Modules (one each year) -
 1. *The Helping Conversation*
 2. *Destiny Learning*
 3. *Meeting Conflict*
 - c. They repeat the Theme Modules that are a pre-requisite for these Core Modules
 1. *Communication Skills*
 2. *Destiny and Karma*
 - d. They choose other Theme Modules for direct participation – altogether a minimum of 2 per year (with a maximum of 3 per year).
- Although they repeat Modules within the *Online Training Program*, Mentees take a different perspective from those of other participants –
 - a. How are the modules designed?
 - b. Why are these particular topics or modules selected?
 - c. How are participants supported in their learning?
 - d. How is learning maximised in an online learning environment?
- Mentees are supported to develop facilitation skills –
 - a. By attending preparatory sessions before online sessions begin
 - b. Supporting the learning of participants within small groups online
 - c. By reviewing the processes and learning within the whole group and within their small group.
- Mentees deepen their knowledge of Adult Education
 - a. By attending a specific Module each year related to Adult Education
 1. *Guiding groups: Creating and Holding an Open Space*
 2. *Holistic Adult Education: Awakening the Will to Learn*
 3. *Designing Integrated Programs – Learning with Head, Heart and Hands.*

- Mentees submit 3 assignments, one each year –
 - a. Their *Vocational Biography*
 - b. Their *Spiritual Biography*
 - c. A Design for a series of Workshops, or a Training Curriculum.
- Mentees maintain their *Mentoring Journey Record*:
 - a. Detailing their personal and professional development
 - b. Recording their attendance at online sessions for Modules

Summary

Each year, a Mentee:

- Attends the online sessions for a Core Module from the *Online Training Program*, participating as an Observer/Group Guide within a small group.
- Attends the online sessions for 2 (or 3) Theme Modules from the *Online Training Program*, participating as an Observer/Group Guide within a small group. One of these must be the pre-requisite for the Core Module (in the 1st and 2nd year).
- Completes the Adult Education Module for that year's Program – by completing the Learning Pack and attending the online sessions for the module.
- Submits a written assignment.

Application

Mentees apply for the *Mentoring Program* in either English or in Mandarin by:

1. Completing an Application Form
2. Attaching an updated Life Panorama Chart – this Chart is provided
3. Detailing their motivation for becoming a Mentee with Holistic Biography Work

Fees

Annual Mentoring Fee: \$1250 AUD.

This includes:

- All Learning Packs and modules attended within the *Online Training Program*.
- Additional compulsory modules related to Adult Education.
- Additional Mentoring sessions as scheduled.
- Marking and individual feedback on Assignments submitted.
- Final Certification for the *Mentoring Program*.

Adult Education Modules

These three Adult Education modules – one per year – are specifically designed for consultants, educators and facilitators working with adults in learning, personal development and therapeutic professions.

They draw on the rich experience of the Centre for Social Development, the NPI and Coenraad van Houten. They explore the underlying theory and methodology of adult learning and developmental processes. Adults learn differently from children and young people; therefore, the education of adults must be designed differently.

All 3 modules are an essential and compulsory part of this **Mentoring Program**, but all are open to other interested participants. They may be done in any order – they throw light on different aspects of working with adults.

All modules include the essential content and practices described further below – see **Core Skills & Practices**, and **Core Principles of Adult Learning**.

EDU 71 Guiding Groups: Creating and Holding an Open Space

Content includes:

- *Encounter and essential elements of communication*
- *Different styles of facilitation*
- *An exploration of group dynamics*
- *Recognition of communication of Thinking/Feeling/Will aspects*
- *Enabling a helping conversation*
- *Holding an Open Space for sharing*
- *Supporting a group-work process*
- *Designing and assessing group-work processes*

EDU 72 Holistic Adult Education: Awakening the Will to Learn

Content includes:

- *The 3 Ways of Learning*
- *Triangular relationships – learners/educators/staff*
- *Introducing Phenomenology and Observation processes*
- *4-level Observation processes*
- *Working with 7 life and learning processes*
- *3 levels in the Learner/Educator relationship*
- *Individualisation of content in adult learning*

EDU 73: Designing Holistic Integrated Programs: Learning with Head, Heart and Hands

Content includes:

- *Creating an Integrated program with an integrated team*
- *Understanding Horizontal and Vertical Integration in program design*
- *4 Levels of Teaching and Learning*
- *4 Level Observation processes related to education*
- *Applying understanding of 7 learning processes*
- *Integrating 7 Planetary qualities*
- *The developmental path of the Consultant, Therapist or Educator*

Please note: The following content is included within all 3 Adult Education modules

Core Skills & Practices

These are essential and integrated within all 3 Adult Education modules -
Essential as part of an Adult Learning process:

- *Self-reflective work for the learner - Learning Journals*
- *Daily Review of insights, challenges & takeaways in a learning process*
- *Night Echoes – tuning in to ongoing imagination, inspiration and intuition*
- *Non-reactive listening – maintaining an open mind and heart*
- *Collegial Inter-vision process – building supportive networks for learning*

Core Principles of Adult Learning

These are examined within all 3 Adult Education modules -
Essential content as part of Adult Learning:

- *How do adults learn? Self-reflection processes. Building on existing knowledge and experience. Applying the 7 learning processes.*
- *Growth and development of the individual learner. How is adult learning different from that of children and young people? How do we develop from Reactor to Learner to Researcher in our life journey?*
- *Qualities of the self-guided learner. Maintaining our inner motivation and sense of personal mission. Relationship with the 'True-I' during the learning process. Examining expectations – what to develop and what to let go of.*

Modules in our Online Training Program

These are the Modules completed by the Trainees in our *Online Training Program*. Our *Online Training Program* is offered both in English and in Mandarin.

Mentees may participate in all the modules, but some are compulsory. Repeating important elements of the Training Program deepens understanding of the theory and methodology of Biography Work. Facilitating small groups offers learning experiences with adults, which is deepened in supervision sessions for Mentees.

Online Training Program in Holistic Biography Work

Our *Online Training Program* follows the guidelines recommended by the *School of Spiritual Science*, Goetheanum (Dornach, Switzerland) and is recognised by the German Professional Organisation for Biography Work.

This Training has been found helpful within many professions: *Health* (Medical & Allied), *Education* (Teaching, Administration), *Business* (HR, Management), *Therapy* (Psychotherapy, Arts Therapy, Counselling, etc). It also supports personal and spiritual development.

Overview

- Each Module starts with a comprehensive *Learning Pack*, which includes a *Study Guide*, recorded video lectures, Readings and activities.
- Approximately 6 weeks later, Trainees attend online sessions related to that module. This allows for large group and small group interaction.
- Preparation for the small group-work is given within the *Study Guide*.
- *Learning Packs* are available in English and in Mandarin.
- **Core Modules** - for English-speaking participants - consist of 20 hours online, 5 hours on each of 4 days (Thursday to Sunday).
- **Core Modules** - for Mandarin-speaking participants - consist of 28 hours online, 7 hours in each of 4 days (Thursday to Sunday). This allows time for translation.
- **Theme Modules** – for English speaking participants – consist of 15 hours online, 5 hours on each of 3 days (Friday to Sunday).
- **Theme Modules** – for Mandarin speaking participants – consist of 21 hours online, 7 hours on each of 3 days (Friday to Sunday). This allows time for translation.
- All the small group-work for the online sessions is facilitated by Graduates of the Holistic Biography Work Training Program, and/or by our Mentees.

Here are the Modules within the *Online Training Program*. Further details on the following pages. Dates and times for the online sessions are available well in advance.

The English and Mandarin Training Programs follow a different schedule.

Year 1 Modules

BGO-11	Typologies
BGO-12	Mental Health Challenges
BGO-13	Communication Skills
BGO-20	The Helping Conversation (Core)

Year 2 Modules

BGO-21	Life Encounters & Relationships
BGO-22	Mental Health Crisis
BGO-23	Destiny & Karma
BGO-30	Destiny Learning (Core)

Year 3 Modules

BGO-31	Mission & Meaning
BGO-32	Trials & Thresholds
BGO-33	Process Design
BGO-40	Meeting Conflict (Core)

Online sessions

Plenum or whole group sessions include focus talks, participant sharing, question and answer sessions. These are conducted in English for the *English Mentoring Program*, and in English with translation into Mandarin for the *Mandarin Mentoring Program*.

Small group-work sessions are facilitated by Group Guides. Communication within the small group is in English for the *English Mentoring Program*, and in Mandarin for the *Mandarin Mentoring Program*.

Online Training Program modules

BGO-11 – Typologies

Understanding Self and others.

Explore temperaments, soul types, qualities, rhythms and cycles in life.

Gain a dynamic perspective on your life. Explore rhythms, patterns and themes. Learn about temperaments, and planetary gifts and influences. Understand soul types in relation to planetary qualities. Discover interconnections between life events and life phases. Discover karmic keys related to: Nature Karma, Affinity Karma, Direction Karma and Karmic Demands, Karmic Encounters, Karmic Fulfilment.

BGO-12 – Mental Health Challenges

Recognising common mental health issues.

Learning strategies to manage mild to moderate symptoms of depression, anxiety and stress.

Look at mental health issues and challenges through various lenses – lived experience, psychological understanding and strategies, clinical definitions, psychiatric considerations, and Anthroposophic Medicine - extremes of the 4 temperaments & relation to 4 main organs. Learn to recognise common mental health issues.

BGO-13 – Communication Skills

Sensing with four ears in human communication.

Discriminating 3 elements of verbal communications – Listening to Thinking, Feeling, Willing.

*Learn and practice skills of verbal communication. Develop reflective and deep listening. Distinguish Thinking/Feeling/Willing in communications. Learn about and practice listening with four ears. Develop capacity for Imagination. Develop capacity for gaining Inspiration. Develop specific skills that are needed in **The Helping Conversation**. Leads into this Core Module.*

BGO-20 – Core Module – The Helping Conversation

Deep listening and empathy in encounter.

Practising 3 levels and 7 qualities in helping conversations.

Integrates the ability to listen reflectively and perceive the other on 3 levels (Thinking/Feeling/Willing).

*Develop empathic listening. Develop skills in non-reactive listening. Develop capacity for Intuition. Create open spaces and open questions in work with others. Apply planetary qualities to assess and enrich encounters. Hold the 4-step process for a helping conversation. Pre-requisite is the **Communication Skills** module.*

BGO-21 – Life encounters and Relationships

Individual and community.

Exploring the impact of people, places and situations.

The Foundation Course provides the first lens to look at life journeys, by remembering and collecting the facts. This second lens explores a personal life story through the lens of significant encounters – family experiences, friendships in childhood and adolescence, intimate relationships, work relationships. Learn about developmental phases in a relationship. Examine concepts of masculinity and femininity, anima and animus, and the limitations of these polarities. Learn about the spiritual dimension of polarity and gender as a developmental challenge.

BGO-22 – Mental Health Crisis and Spiritual Emergency

Understanding mental health crisis from a holistic, spiritual perspective.

Understanding the relationship between physical symptoms and mental and emotional well-being.

Better understand mental health phenomena. Discriminate between a mental health crisis such as a psychotic episode, and a spiritual experience. Understand serious mental health issues. Know when to refer someone for further support or intervention. Explore how to recognise, understand and contextualise phenomena related to spiritual emergency. Learn ethical implications.

BGO-23 – Destiny and Karma

Learning holistic concepts of Destiny and Karma.

Differentiating Instrument Karma and Incident Karma.

Explore questions related to destiny and karma. Understand destiny signposts and the work of the Double or Shadow. Discriminate between two different kinds of karma. One related to how we have been 'tuned' through previous incarnations and the time between death and re-birth as an 'instrument'. Another related to the kinds of incidents that come to meet us. Learn to observe life incidents which repeat unsuccessful patterns.

BGO-30 – Core Module – Destiny Learning:

Learning from Life.

Identifying karmic keys and destiny events.

Explore individual examples of repeated unsuccessful patterns. Experience and apply a 7-step transformative process in working with such patterns. Notice Karma and Destiny events operating as part of everyday life, and a spiritual reality. Become more conscious of karmic keys in everyday life.

*Pre-requisite is the **Destiny and Karma** module.*

BGO-31 – Mission and Meaning

Life as a spiritual journey.

Supporting the Self in search for meaning.

This provides the third lens for looking at an individual biography. This time by exploring the inner journey, the individual search for meaning or the spiritual journey through life. Awaken to the associated vocational journey, the outer journey. Reflect on the unique life mission. Share pivotal moments and spiritual gems (e.g. meaningful texts and practices) from your life journey with fellow Trainees.

BGO-32 – Trials and Thresholds

Awakening to initiation through life.

Reflecting on peak, abyss and transition experiences.

Explore trials experienced through life – fire, water & air trials – as part of a process of Initiation through Life, with possible related spiritual experiences. Consider the nature of inner and outer thresholds, and how they may be safely crossed into spiritual realities. Learn about the 12 senses as potential doorways to the spirit. Explore safe spiritual practices to enrich daily life.

BGO-33 – Process Design

Three Ways of Learning: Learning for Life, learning from life, initiation through life.

Designing effective learning processes.

Learn what makes group processes effective. Understand the 7-step Learning Process. Learn tools to design effective learning processes. Learn about the "Three Ways of Learning", the three levels of relating between educator and learner, and the 4-levels of teaching and learning. Work with archetypes behind good processes or exercises.

BGO-40 – Core Module – Meeting Conflict

Learning to read and transform conflict patterns.

Understanding conflict escalation and de-escalation.

Explore the potential for self-development in the challenging encounters with others. Explore individual patterns and personal styles of action and reaction in conflict situations. Understand constructive and destructive forces influencing conflict situations. Understand escalation of conflicts.

*Pre-requisite is **Destiny Learning** core module - the 7-step learning and transformation process is reintroduced, deepened and applied.*

Assignments within the Mentoring Program

Entry Application	Creating or updating your <i>Life Panorama Chart</i>
Task	Mentees create or update their Life Panorama chart summarising their life story or biography.
Process	A free download of this Chart is available from the Holistic Biography Work website. It is form-fillable on most computers.
Submission	This Life Panorama Chart is submitted as part of the Application process for the Mentoring Program.
1st Assignment	Vocational Biography
Task	Mentee summarises their life story from the perspective of a Vocational Biography.
Process	Mentee submits this as a second specific <i>Life Panorama Chart</i> , or as a written description of their Vocational Journey.
Submission	This Assignment is submitted at the end of the first year of the Mentoring Program – mid-December.
2nd Assignment	Spiritual Biography
Task	Mentee summarises their Life Journey from a Spiritual perspective.
Process	Mentee submits this as a second specific <i>Life Panorama Chart</i> , or as a written description of their Spiritual Journey.
Submission	This Assignment is submitted at the end of the second year of the Mentoring Program – mid-December.
3rd Assignment	Writing a Curriculum
Task	Mentee develops and designs a curriculum – either for a series of connected workshops, or for a whole Training, related to Biography Work.
Process	Mentee submits this a detailed proposal, including: marketing material, goals and aims, outcomes, methodology, time plans, evaluation process.
Submission	This Assignment is submitted at the end of the third year of the Mentoring Program – mid-December.

Resources

Other Courses

BGO-10 – Foundation Course in Holistic Biography Work

Take Charge of your Life.

Apply the resources of Holistic Biography Work.

Prerequisite for Trainees in our Online Training Program

Provides a 'guided tour' for self-reflection on your life journey. Take stock by looking at gifts, challenges, patterns. Strengthen self-knowledge. Find keys for future change and growth. Introduces charts and methods in Biography Work. Is a practical and life-related introduction to Anthroposophy. Learn about the 3-fold (body, soul and spirit) and the 4-fold (physical, etheric, astral and "I") nature of the human being.

Introductory Course in Holistic Biography Work

First Steps in Biography Work.

Explore your life journey.

Recommended for those with no prior background in Biography Work or Anthroposophy, the underlying philosophy. Provides a good introduction to both. Introduces the main themes that are explored further within the *Training Program in Holistic Biography Work*. Includes Study Guide, 10 Lectures, 9 Readings. Plus personalised copy of main text, Biography Log-book. 40 hours of self-paced study. Is NOT a pre-requisite for the *Training Program*. Enrolment available at any time.

Learning Packs

On Themes related to the Training Program.

Personal & professional development.

Each Module in our *Training Program* has a *Learning Pack* available for self-paced study. Includes: *Study Guide*, recorded video Lectures, Reading & activities. First *Learning Pack* purchased includes personalised copy of *Biography Log-book*.

Access to each *Learning Pack* is made available to all Mentees.

Learning Packs are available in English and in Mandarin.

Recommended Reading

Biography Log-book

Resources for work on an individual biography or life story.

Karl-Heinz Finke & Laura Summerfield

A copy of our *Biography Log-book* is given to each Mentee in our Mentoring Program. The *Biography Log-book* is available in English, in Mandarin and in simplified Chinese. The *Biography Log-book* is also available in French, Japanese, Hungarian, and Hebrew.

Taking Charge

Your life patterns and their meaning. (Floris Books, UK, 1997)

Gudrun Burkhard

A good introduction from the 'mother' of Biography Work – a medical doctor, art therapist, nutritionist. Describes the basic approach with biographical examples. A more in-depth look at the Anthroposophical basis for Biography Work is found in her book, *Biographical Work: The Anthroposophical Basis* (Floris Books, UK, 2007)

Available in English and in Mandarin.

Phases

Crisis and development in the individual. (Rudolf Steiner Press, UK, 1979)

Bernard Lievegoed

An early book on life phases and their meaning from the 'father' of Biography Work – a respected Dutch Psychiatrist, Academic and Director of the NPI (Netherlands Pedagogical Institute). His spiritual perspective becomes clearer in one of his other works, *Man on the Threshold: The challenge of inner development* (Hawthorn Press, UK, 1983).