



Training Handbook

Content

- Aims and Goals
- Underlying approach
- Methodology
- Modules
- Overview
- Project work
- Resources

Karl-Heinz Finke

Laura Summerfield

Holistic Biography Work ... bringing spirit to life

Welcome

Welcome to information about the *Training Program in Holistic Biography Work*.

At the conclusion of this Training Program, Trainees attain a *Certificate in Biographical Consultancy*.

First, potential Trainees complete the *Foundation Course*, and submit an Application for the *Training Program*. Those who have also completed the *Introductory Course* in Holistic Biography Work, will have received a 'taste' of some of the themes we tackle within this *Training Program*. The *Introductory Course* is highly recommended for those who do not have any prior experience in Biography Work or Anthroposophy.

Over 3 years, Trainees complete: 3 Core Modules, 9 Theme Modules and 3 practical Projects. Our goal is to assist Trainees to apply the theory and methodology of Holistic Biography Work, in working with others. In addition, we support the journey of learning, self-discovery and personal development.

We have been running courses online since mid-2020 and offer the opportunity to complete a 3-year *Training Program* with a combination of independent study and supported online sessions.

For each of our Modules, we provide a *Learning Pack*, which includes: a Study Guide, recorded Lectures, Readings, and Activities. This will prepare you for the online real-time guided group-work sessions, the Workshops, associated with each Module. Current students in our online Training Program are based all over the world – from Atlanta, Georgia to Dunedin, New Zealand.

The following pages provide more specific information on our *Training Program*.

The main carrier of this program – Karl-Heinz Finke – has been facilitating Biography and other personal development trainings for over 30 years. Our resources in this *Training Program* are created out of his experience, deep learning, reflection and study over the many trainings conducted world-wide. We have developed an approach that acknowledges cultural diversity, the desire for individual development and impulse of service to others.

We are willing to share our own learning and understanding over the years of the training journey, and look forward to working with those who feel a connection to this work.

Our Trainees receive a *Study Record Form*, with which we keep track of the study and training journey. This forms part of the final certification record, linked to the Consultancy Certificate.

Contact us with any questions or concerns by using our email address:

mail@holisticbiographywork.com

Warm regards,

Karl-Heinz and Laura



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 India, Germany and Taiwan, as well as Online. Founding member of ITF (International Trainer's Forum) associated with the School of Spiritual Science, Goetheanum (Dornach, Switzerland), which accredits this Training Program.



Laura Summerfield

Worked as a Psychologist in Australia for 15 years, counselling all ages. Now provides student support for courses and creates learning resources for Holistic Biography Work. Has qualifications in Psychology and Education. Holds a Masters degree in Steiner Education (UNE, 1998). Completed the 3-year Biography Work Training in 2007 with Karl-Heinz, now her partner in life and work.

For more information see our website

www.HolisticBiographyWork.com

About the Training

Goal

To provide a comprehensive Training Program for those interested in Holistic Biography Work for Biographical Consultancy or personal development.

Aims

- To support the personal and professional development journey of Trainees over the course of the Training Program.
- To share knowledge of theory and methodology of Holistic Biography Work, and its application to an individual biography, and to provide opportunities to practise and gain skills in considering individual biographies.
- To encourage understanding of various aspects of the human life journey, explored within the different Modules of the Training Program.
- To support greater clarity around individual life choices and life purpose.
- To increase confidence in facing life's challenges.
- To prepare Trainees for working with others as Consultants.

Outcomes

- Graduates receive a *Certificate in Biographical Consultancy*. This Training Program meets the guidelines of the *School of Spiritual Science*, Goetheanum Switzerland, for Biography work. As a Founding Member of the ITF, Karl-Heinz Finke helped to formulate these guide-lines.
- Graduates are recognised as Biographical Consultants.
Please note: This Training does not provide professional qualifications in Counselling/Psychotherapy. Those interested in such a specialisation are encouraged to obtain a local qualification, if they do not already have a relevant professional qualification related to their interests.
- Graduates have sufficient training qualifications and knowledge to run Biography workshops of their own (although not a Training as such).
- *Please note:* There are additional requirements for those wishing to run *Training Programs* of their own – see the note about Mentoring.

- Graduates are invited to join the network of Biography Consultants and Tutors assisting students in different Biography courses.
- Graduates may be considered for mentoring to learn how to conduct their own *Training Program* for Biographical Consultants.
- Graduates are offered Master Classes and ongoing support as needed.

Philosophy

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

Looking at a life story in a creative and systematic way can be done individually, with a group of trusted companions or in therapeutic settings. This provides valuable insights into the themes, changes and turning points in a life journey. Strengthening and deepening self-knowledge, it offers keys for future change and growth.

Holistic Biography Work is beneficial for personal and professional development. Participating therapists, teachers, facilitators and consultants have found that seeing everyday experiences embedded in a full Life Story and in context with the theory provided in our courses, results in a deeper understanding of phases and layers in a life and opens new perspectives and approaches in work.

Holistic Biography Work is therefore a useful tool within careers counselling, coaching, couples counselling, family therapy, curative work; and in consultancy work with individuals, groups or organisations. The development of groups and organisations follows similar patterns and phases to individual development.

Holistic Biography Work offers a healing and curative approach because it helps us to view life in a clearer and more conscious way. It helps us to develop self-acceptance, it invites us to take new directions, to reinvent our goals and to create meaning. It can become a part of individual Counselling, Art therapy or Psychotherapy. It aims to work, at a soul level, towards the integration of difficult and unique life experiences. Alongside archetypal general laws, there are individual laws and patterns resulting from one's destiny, which can be explored as personal private work or in one-to-one sessions with a trained Consultant.

A Phenomenological Approach

The Training Program in Holistic Biography Work aims to prepare Biographical Consultants to accompany others in the challenging or decisive moments of their lives.

Biography Work is a preventative or salutogenic process. It is not a therapeutic modality or therapy substitute as such. It provides a method of clarification that is often experienced as helpful, with therapeutic 'side-effects'. We can become more whole after 'falling apart' and come to better terms with ourselves and the world. We are 'heard' and 'seen' and gain a helpful perspective through such a process.

In individual or group work, the experiences of the past, the current life situation and future development opportunities are systematically examined and mapped, in order to develop steps and goals for the future.

Various perspectives and themes are introduced and used throughout the training process.

*We use a phenomenological approach that incorporates questioning and self-reflection. The systematic stock-taking of different aspects of our life contributes to an individual search for meaning. It is also helpful in considering vocational choices, partnership dilemmas, life challenges, destiny moments or coming to terms with ill-health. A *Life Panorama Chart* provides a condensed life overview and enables an *objective overview* to be undertaken.*

The methods of Biography Work can be applied in the field of human resources in organisations or for the systematic development of a corporate biography and identity.

The methods of Biography Work that we teach in our courses are derived from two main sources:

- *The systematic, phenomenological and comparative exploration of human biographies by various researchers; and*
- *the study of the human being based on psychological studies, and a spiritual perspective.*

Together they give rise to generalisable biographical laws, e.g. about life-phases, phases in the development of consciousness, typical developmental crises, rhythms and turning points in human biographies.

*Participants of our Holistic Biography Work Training Program examine their life experiences through different lenses, over a period of 3 or so years, and deepen their understanding of the human life journey. They learn to become helpful companions for others facing questions or challenges. After successful completion of the training, they are acknowledged as accredited *Biography Consultants*.*

A Spiritual Perspective

Holistic Biography Work offers a resource that may be seen as a practical form of psychology. The underlying philosophy for what is generally known as *Biography Work* is anthroposophy. Its founder, Austrian philosopher Rudolf Steiner, gave many descriptions of human development which form the basis of *Holistic Biography Work*, for example: the seven-year life phases; the rhythms and cycles of development; significant turning points in life; the mirroring of early experiences in later phases of life; and the transformation of our experiences into soul and spiritual faculties. He gave a cosmic picture also - the influence on us of the stars, planets and heavenly hierarchies. Through his work, we can individual human life as a microcosm of the great universe. Our life journey of metamorphosis and transformation, on a deeper level reflects the development of humanity, the earth and the cosmos. Biography Work based on anthroposophy can therefore provide a rich and satisfying picture of the meaning of our life and possible mission on earth.

In *Holistic Biography Work*, we examine our 7-year life phases in detail, keeping in mind this spiritual perspective. In each phase, we develop a new capacity, that enables us to understand more of the world and ourselves. We meet our life themes and questions in different ways. We face developmental tasks. We can regard our life as *'a journey of initiation'*. Through our conscious activity we can develop our capacities and create ourselves anew. We can discover ourselves as spiritual beings. Steiner describes anthroposophy in a powerful way as: *'a path of knowledge, to guide the spiritual in the human being to the spiritual in the universe. It arises in the human being as a need of the heart, of the life of feeling.'*

In his books (for example, *How to Know Higher Worlds*), Steiner describes a phenomenological method of working with biography, which Gudrun Burkhard has elaborated through using a life chart and suggestions for working with life events through dialogue and artistic expression. The aim is to bring memories to light through our conscious 'I' activity. By making concrete, detailed pictures of both the inner and outer phenomena of our life and looking at it all with an observer's perspective, or as a *witness*, we can begin to discern a greater truth. When we review our past and make an effort to separate the essential from the non-essential, we can digest and integrate the events in our life, and access deeper aims and intentions. We can find a new relationship to the past, awaken to opportunities meeting us in the present, and engage more fully with our onward life journey.

This is *preventative medicine*. We can start to work consciously to transform conditions and tendencies that otherwise might lead to illness. We can become more active in working with spiritual powers and take more responsibility for our life and our ongoing journey. This can have a healing effect. Our biography becomes an artistic creation that can also inspire others.

According to Margli Matthews: *when we make pictures of our life, we ritualize our life, lifting it to a mythic level. The archetype of human development is unveiled through the details of our individual way in life and our life gains meaning, when seen from the backdrop of the archetype. We come to experience ourselves as citizens of the earth and the cosmos. We can put ourselves aside and turn outwards in interest and devotion to others and the world.* (Foreword (2007) to Burkhard's *Biographical Work*).

And according to Steiner, working on our biographies in this way: *will make us love the human being under every circumstance and will strengthen and increase mutual interest'* (Steiner, Lecture 14/09/1918).

It is support for the strengthening of the activity of our 'I', that spiritual aspect of us, that is the essence of *Holistic Biography Work*. We provide a schooling path that strengthens our 'I' capacity, and develops our faculties for meeting our fellow human beings: capacities of observation and thinking, of tolerance, empathy and interest. We can come to feel gratitude for all that comes to meet us, and open a pathway for the sensing of karma.

Understanding human life stories, and developing our understanding for destiny at work in our lives, enables us to work with others with greater compassion and sensitivity.

We have such a longing to understand ourselves and others, and the human life journey and its meaning for us.

Holistic Biography Work offers many ways of understanding and working with our own journey and that of others, acknowledging fundamental longings to be seen, to be heard, to be understood, and to be loved.

As such, we offer our tools, our knowledge and our courses, as resources for this journey.

Training Methodology

This online Training Program, has the following Methodology:

1. Provides a *Learning Pack* for each Module, available for independent learning prior to scheduled guided group-work – includes *Study Guide*, Lectures, Readings, Activities.
2. Offers online guided group-work sessions in ‘real-time’ to relate content to individual life experience, and to share learning with colleagues.
3. Offers specific Training sessions to support the Training process and the practical Project Work.
4. Supports work on 3 major projects over the 3 years of the Training – to build practical skills in work with others and in biographical analysis.
5. Provides student support as needed, including peer support amongst Trainees.

Underlying Methodology for Biography Work:

The following relates to the general underlying methodology and is based on an article by Gudrun Burkhard (from her book *Biographical Work: The Anthroposophical Basis.*)

The methods used in *Holistic Biography Work* are based on the phenomenology described by Rudolf Steiner.

The phenomenological approach, as developed by Steiner in the footsteps of *Goethe*, is used in biographical work when we observe the events in a life. In order to benefit fully from the Goethean practice of observation, one needs to practise observation of oneself, as indicated in some of Steiner’s lectures.

What is the purpose of this observational practice? Firstly, Steiner described *imaginative cognition*, where one sees a single event, a seven-year period, or one's whole life, in a panoramic view through images, forms or colours. This view, described by Steiner as the *Panorama of life*, is similar to the one we have after death. Some people experience such a panoramic view when they suffer shock or an accident, and which their etheric body detaches from their physical body. Often

after such an event, this person's life will change, with the urge to take new directions. The *panoramic view* gained through biographical work is the first step for a person to make changes, such as redirecting their activities and setting different goals in life.

The second step relates to *inspired cognition*, which one obtains following observation of the phenomena. It entails erasing the actual image that one has created, clearing one's mind and awakening to what arises, in terms of the sounds, music, harmony and disharmony of each seven-year period. We are invited to look at what we have done so far, who we have met and what was our influence on them and theirs on us.

If we extrapolate this idea to *life after death*, we would be reviewing life – as we do in *Kamaloka* – and as we do when we pass through the various planetary spheres. We would be working on our previous life and preparing for the next life at the same time. In the field of spiritual forces, there are laws as precise as those of the physical world (such as in physics, chemistry and mathematics).

Thirdly, a spiritual researcher or an initiate such as Rudolf Steiner, besides entering into *imaginative* and *inspired cognition* also gets in touch with *intuitive cognition* in order to encompass all the laws relating to the evolution of the earth, cosmos, human being and spiritual beings. These spiritual laws are reflected in our biography through *rhythms, mirroring or synchronicity and metamorphosis*.

These laws are introduced and described in the workshops and trainings of *Holistic Biography Work*. The study of the laws of a biography is as deeply therapeutic as is the study of mathematics to a mind that is confused or unable to concentrate. In summary, the acquisition of a *panoramic view* is the first step in working with our biography. The second step is made through an understanding of how life after death is reflected in our biography, or in other words, the influence of *destiny and karma*. The third step is achieved through a deeper understanding of the spiritual laws which govern biography and of the ways in which certain life phases transform or reflect others, or *synchronicity* (acausal ordered-ness).

Life is itself *a path of initiation* which becomes more meaningful when it is lived in full consciousness, in a way that can be achieved through working on one's biography.

Overview for online 3-year Training Program

The 3-year *Training Program in Holistic Biography Work* leads to certification in Biographical Consultancy. Part-time study offered online, and globally.

The Training Program follows the guidelines recommended by the *School of Spiritual Science*, Goetheanum (Dornach, Switzerland) leading to accreditation.

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 & spiritual development.

Overview

- Pre-requisite – *Foundation Course in Holistic Biography Work*.
- 3-year Training Program.
- Independent learning starts for each Module using comprehensive *Learning Packs*. Followed by online guided group-work.
- 12 Modules – 3 Core Modules and 9 Theme Modules, plus 3 Projects.
- 4 Modules are completed each year, plus 1 Project.
- Additional Training sessions occur each year to support progress.
- Self-development work is encouraged and supported.
- *Trainer*: Karl-Heinz Finke, assisted by Laura Summerfield & colleagues.

Core Modules

- Core Modules deal with more complex content, and have longer online sessions – 4 x 5 hour sessions, Thursday to Sunday – total of 20 hours.
- Some Core Modules have a pre-requisite. *Communication Skills* leads into *The Helping Conversation*. *Destiny & Karma* leads into *Destiny Learning*.
- *Destiny Learning* is the pre-requisite for *Meeting Conflict*.
- There is 1 Core Module completed each year.

Theme Modules

- There are 9 Theme Modules, dealing with specific topics.
- Each has 3 online sessions, totalling 13 hours. Friday to Sunday.

Project Work

- A practical Project supplements learning each year.
- The written assignment for this Project is submitted each December.

Year 1

BGO-11	Typologies	(February – March)
BGO-12	Mental Health Challenges	(April – May)
BGO-13	Communication Skills	(June – July)
BGO-20	The Helping Conversation	(August – September)
<i>Project 1</i>	<i>Biographical Interview – assignment due mid-December.</i>	

Year 2

BGO-21	Life Encounters & Relationships	(February – March)
BGO-22	Mental Health Crisis	(April – May)
BGO-23	Destiny & Karma	(June – July)
BGO-30	Destiny Learning	(August – September)
<i>Project 2</i>	<i>Biographical Analysis – assignment due mid-December.</i>	

Year 3

BGO-31	Mission & Meaning	(February – March)
BGO-32	Trials & Thresholds	(April – May)
BGO-33	Process Design	(June – July)
BGO-40	Meeting Conflict	(August – September)
<i>Project 3</i>	<i>Biographical Study – assignment due mid-December.</i>	

Student Support:

- Peer support organised. Regular communication from trainers.
- Individual support available as needed.

Study Record:

- A *Study Record* is kept for each Trainee, acknowledging achievements.
- Certification is gained when all Training requirements are met.

Course Fee:

- *Total Annual fee*: \$1990 (2022) , payable in instalments during the year

Further information and contact:

- Website www.HolisticBiographyWork.com or
- Email mail@holisticbiographywork.com

Course enrolment:

- Click here to download our [Enrolment Form](#)

Summary of Online Training Modules

Pre-requisite:

BGO-10 – Foundation Course in Holistic Biography Work

Take Charge of your Life.

Apply the resources of Holistic Biography Work.

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.

Year 1

Module 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.

Module 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.

Module 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 skills that are needed in **The Helping Conversation**.*

Leads into this Core Module.

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 empathic 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-14 – Training Component

Project Work is undertaken each year.

Project 1: Biographical Interview

Work with a fellow Trainee as Training Buddies/Interview Partners. Obtain life data from partner. Analyse the life data using the tools and methodology of Holistic Biography Work. Share your analysis with your Interview partner. Reflect on the process used, and the learning gained. Submit this as a written assignment.

Year 2

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.

Module 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.

Module 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 different two 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.

Module 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-24 – Training Component

Project Work undertaken each year.

Project 2: Biographical Analysis

Study the complete biography of someone that interests you, someone no longer alive. Apply the tools and methodology of Biography Work. Share your understanding of this biography & analysis as a presentation to fellow Trainees. Submit your work as a written assignment. Include your reflections on the process used, and what has been learnt about the Self.

Year 3

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.

Module 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.

Module 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.

Module 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, as the 7-step learning and transformation process is reintroduced, deepened and applied.*

BGO-34 – Training Component

Project Work undertaken each year.

Project 3: Biographical Study

Work with a willing person in the 'client role' to collect life data, analyse the data and reflect on the process of working as a Biographical Consultant. Submit written assignment.

Project work – Overview and General Indications

Entry Project	Creating a Life Panorama Chart
Task	Trainees create a Life Panorama chart summarising their life story or biography.
Process	Creating this Life-chart is the result of individual work and the group-work done during the Foundation Course .
After Foundation Course	This Life Panorama Chart becomes part of the intake requirements for the <i>Holistic Biography Work Training Program</i> . Sharing it is like sharing a CV for a job.
1st Project	Biographical Interview
Study Partner	Each Trainee has a Study Buddy or Study Partner from within the Training. Study Buddies support each other by discussing study progress, challenges and the Project work.
Interview Partners	If both Interview Partners are Trainees, they are <i>also Study Buddies</i> for the first year of the <i>Training Program</i> .
Goal of this Project	This initial Biographical Interview (usually with a fellow Trainee) practises and implements the theory and methodology presented during the on-going <i>Training Program</i> .

4 Tasks for this project	<ol style="list-style-type: none"> ① Create an Overview: Panorama Life-Chart <i>and</i> brief biographical summary for your Interview Partner. ② Analysis: Apply theory and methodology of Biography Work to this biography. ③ Process-reflection: Reflect on the work process (i.e. good practice in doing a biographical interview). ④ Self-reflection: Reflect on any personal difficulties or 'resonances' that you experienced during this project. This paper is submitted separately and is shared with Trainers only.
Project due: Mid-December	The written results of tasks ① to ④ above constitute the written assignment. This typed assignment is emailed (as soft copy) to <i>Holistic Biography Work</i> . We check content and form of work. If requirements are met: Feedback is given, and Assignment stored in individual Student Folder. If not met, we advise what else is needed. <i>Self-reflection</i> is submitted as a separate document.
Assignment 1	<ol style="list-style-type: none"> ① Panorama Chart plus biographical summary of approx. 1000 words. ② Analysis: approx. 3,000 words. ③ Process reflection: approx. 1,000 words. ④ Self-reflection: approx. 1,000 words. <ul style="list-style-type: none"> • Total: approx. 6,000 words • Submitted: Typed, Double-spaced, 12 point font.
Time	Allow 20 to 30 hours of work.

2nd Project	Biographical Analysis
Goal of this Project	Create a Biographical Analysis of a written complete biography (person no longer alive) by implementing the theory and methodology learned during the on-going <i>Training program</i> .
Study Partner	For this project you will be partnered with a fellow Trainee as Study Buddies .
Training Times	There are scheduled Training Sessions to support the progress of Projects. There is a session where the results of the Biographical Analysis will be shared in a small group with other Trainees.
4 Tasks for this project	<p>Create:</p> <ul style="list-style-type: none"> ① An Overview: Panorama Chart and brief biographical summary ② Analysis: Apply theory and methodology to the biographical data. ③ Process-reflection: Reflect on work process (identify good practice) ④ Self-reflection: Reflect on personal difficulties or 'resonances', to be noted on a separate page.
Project due: Mid-December	The written results of tasks ① to ④ above constitute your written assignment. This typed assignment is emailed (as soft copy) to <i>Holistic Biography Work</i> . Content and form of work is checked. If requirements are met: Feedback is given, and assignment stored in the Student Folder. If not met, we advise what else is needed. Self-reflection is submitted as a separate file.

Assignment 2	<ul style="list-style-type: none"> ① Overview: Life Panorama Chart and 1,000 – 2,000 words biographical summary. ② Analysis: 3,000 - 5,000 words, applying biographical theory and methodology, plus tables or diagrams for illustration. ③ Process-reflection: Approx. 1,000 words reflection on own work process and good practice. ④ Self-reflection: Approx. 1,000 words. <p>Total words:</p> <ul style="list-style-type: none"> • Total: 6000 to 9000 words. • Submitted: Typed, Double-spaced, 12 point font.
Time	Allow 40 to 60 hours of work.

3rd Project	Biographical Study
Goal of this Project	Create a Biographical Study, working with a person outside the Training (your Interview Subject) by implementing the theory and methodology learned during the on-going Training program.
Study Partner	For this project you will be partnered with a fellow Trainee as Study Buddies .
Preparation	<p>Reflect and write about a Biographical Consultancy process from the initial contact with a client/subject (or person outside the training) until the completion of the process.</p> <p>Before you start working with this person write two papers: (a) <i>What is Biography Work and what can it do? What are the benefits?</i> and (b) <i>Envisaged ways of working with your Interview Subject. Make a plan for how you want to proceed.</i></p>
4 Tasks for this project	<p>Create:</p> <ul style="list-style-type: none"> ① An Overview: Panorama Chart and brief biographical summary. ② Analysis: Apply biography work theory and methodology. ③ Process-reflection: Reflect on work process (good practice). ④ Self-reflection: Reflect on personal difficulties or 'resonances' - to be noted on a separate page.
Before meeting 'client'	Share your preparatory work with your Study Buddy before meeting with your Interview Subject. That is (a) <i>About Biography Work</i> and (b) <i>Envisaged Process</i> .

Project due Mid-December	The written results of tasks (a) & (b), plus ① to ④ above constitute your written assignment. This typed assignment is emailed (as soft copy) to <i>Holistic Biography Work</i> . Content and form of work is checked. If requirements are met: Feedback is given, and assignment stored in the Student Folder. If not met, we advise what else is needed.
Assignment 3	<p>First writing task:</p> <ul style="list-style-type: none"> (a) <i>What is biography work and what are the benefits?</i> 500 words (b) Your envisaged way of working with the Subject and what actually happened. 1,500 words <p>Four Main Tasks:</p> <ul style="list-style-type: none"> ① Overview: Life Panorama Chart and 2,000 words biographical summary. ② Analysis: 3,000 words, applying biographical theory and methodology, plus tables or diagrams for illustration ③ Process-reflection: 1,000 words reflection on own work process and good practice. ④ Self-reflection: 1,000 words, as a separate paper. <p>Total: Approx. 9,000 words (typed, double spaced, 12 point).</p>
Time	Allow 50 to 80 hours of work.

Resources

Other Courses

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, Lectures, Reading & activities. First *Learning Pack* purchased includes personalised copy of *Biography Log-book*.

No guided group-work necessary. Tutor support available as needed.

Recommended for those interested in Holistic Biography Work, but unable to commit to the 3-year *Training Program*.

For themes currently available, check our Web-Shop:

<https://holisticbiographywork.com/shop/>

Recommended Reading

Biography Log-book

Resources for work on an individual biography or life story.
Optional *Companion Guide*, provides assistance in use.

Authors & publishers: Karl-Heinz Finke & Laura Summerfield

May be purchased separately for work on an individual life story. Available as a print edition, or as a personalised interactive eBook. Main text for our *Foundation & Introductory Courses*. May be included with any of our *Learning Packs*. Available in different languages – check our website Shop for further details.

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)

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).