WHAT’S IN THIS GUIDE?

The Les Mills US instructor guide is your helpful go-to for everything you need to know about your instructor journey. Here’s a preview of what you’ll find in here:

Welcome to the Tribe 2
The Instructor Journey 3
Before You Register for Initial Training 4
Tips on How to Prepare for Initial Training 4
What to Expect at Initial Training 5
Initial Training Outcomes 6
Assessment Checklist for Success 8
LES MILLS GRIT® - Additional Information for Assessment 9
BORN TO MOVE® - Additional Information for Assessment 10
Certification Requirements 11
Autoship 11
Affiliation 11
Ongoing Education 12
Who is Les Mills?
Les Mills is a Tribe of people who are passionately committed to helping people fall in love with fitness and live a healthy life. Check out our brand story here.

Why become a Les Mills instructor?
• We are dedicated to helping you become the best instructor you can be. Instructors choose to become certified through Les Mills because we hold ourselves and our instructors to the highest standards in the fitness industry. We will help you develop the skills you need to challenge yourself and others in every class you teach.
• Earn a globally recognized certification – teach anywhere Les Mills programs are offered
• Les Mills has a research team dedicated to ensuring that our classes are safe and effective. Check out some of our research at www.lesmills.com/research.
• Sourcing great music can get expensive when you’re developing your own workouts – Les Mills works directly with music licensing companies to purchase the rights to chart-topping hits that drive the workout and motivate your members.
• We are proud to partner with other fitness organizations to offer continuing education credits for Les Mills training and events. Help maintain your certifications with ACE, AFAA, NASM, and SCW, by attending workshops through Les Mills.
• Your only requirement for maintaining your certification through Les Mills is receiving autoship each quarter (learn more about that on page 10), but we offer several other opportunities to sharpen your skills as an instructor so you can pack your classes (see Continuing Education)
• Get discounts on the Les Mills clothing line and other awesome Reebok gear by joining ReebokONE.
• Get paid to work out and inspire people to live healthier lives!

Click here for Instructor Testimonials.

Why does Les Mills have such a thorough assessment process?
Our goal is to help you reach your full potential. When that happens, your members get the benefit of participating in safe, effective, and motivating group fitness experiences. They come back time and time again and bring their friends along with them. If your classes are packed with happy, motivated members, that means you are changing lives one fitness experience at a time and doing your part to help create a fitter planet. Welcome to the Tribe changing the world one class at a time!

What’s in this guide?
Fair warning – this guide contains absolutely everything you need to know as you go through the process of becoming a Les Mills group fitness instructor. There are A LOT of details in the next 8 pages, but don’t worry – over 100,000 people around the world have successfully completed this process, and we are right beside you every step of the way if you have questions. Feel free to read the whole thing through before you get started if you are a lover of details and processes. Or, you can take it one page at a time as you go through the process. How you use it is totally up to you, but this is your go-to for any questions you may have. And if you think of something but can’t find the answer here, give us a call – we are happy to help!
BEFORE INITIAL TRAINING

• Attend as many classes as possible for the program you are training for.
  □ If your facility has not yet launched the program, log on to www.lesmills.com and learn as much as possible about your program.
  □ Check the class finder to see if there are classes in the area.
  □ Sign up for a free trial of Les Mills On Demand to participate in classes at home if you are training for BODYPUMP®, BODYFLOW®, SH'BAM®, BODYCOMBAT®, CXWORX®, the LES MILLS GRIT® Series, BODYSTEP®, and BORN TO MOVE®. You can also get a taste of BODYJAM® by trying out the Les Mills Dance workouts.

• Training will be both physically and mentally challenging, and each participant must take part in all sessions during training. If you have existing injuries or medical conditions, or if you are pregnant, please consult a doctor before registering for training.
  □ We do not recommend pregnant women train in GRIT or BODYCOMBAT

INITIAL TRAINING PREPARATION

• When you book your initial training, you will receive an email to confirm your registration. At least 10-12 days prior to the event, you will receive a second email with important information to help you prepare for training, including attachments that you will need to bring along. If you do not receive this email, first check your spam or junk folder. If you still can’t track it down, please call us right away so we can be sure to get your training materials to you with plenty of time left to prepare.

• You will receive an email from Les Mills US when your digital release is ready for download in your portal (10-12 days prior to the event). Ensure you have all parts downloaded: Masterclass video, music, Choreography notes, Instructor Handbook, Filming Requirements, and Certification Assessment Form.

• You can also download the Les Mills Releases App on any iOS or Android device so you can have your materials on the go.

• LEARN YOUR TRACKS – check your email for your track allocations. You should know the Choreography of your tracks prior to training and be prepared to present.

• Pack your bags! Bring the following along with you to training:
  □ Changes of clothes – you’ll be moving...a lot, and you may want to change once or twice each day.
  □ Plenty of food and water – training is both physically and mentally challenging, so bring enough to sustain your energy through the day.
  □ Pen and paper for taking notes (a laptop or tablet is OK too!)
  □ Your digital release (on a mobile device)
  □ Headphones – you’ll want these so you can listen to your tracks during practice sessions.
INITIAL TRAINING

WHAT TO EXPECT AT INITIAL TRAINING

Initial training is designed to cater to a wide variety of learning styles, so the sessions are a mixture of discussion, drills, teaching practice, feedback, and self-reflection. For this reason, it’s crucial to your success in training to arrive on time and be present for all sections. You will cover everything you need to teach a safe and effective class, including:

- Choreography – class structure, purpose, and tips for learning
- Technique – science behind the class, proper position and execution of movement
- Coaching – ensure your members are moving safely and can easily follow you
- Connection / Performance – how to engage your members and create a motivational experience.

Day 1
- Masterclass
- Choreography
- Technique (including Technique drills)
- Coaching
- Presentation #1
- Homework

Day 2
- Presentation #2
- Connection/Performance
- Advanced skills and drills
- Assessment
- Presentation #3

You should have good knowledge of the Choreography for your assigned tracks prior to training. During each presentation, you will get feedback to help you progress in your personal teaching journey. Remember, we do not expect perfection in your first presentation (or even your last!). Initial training is an opportunity to progress by gradually applying the things you learn in a practical way.

There will be several short breaks scheduled throughout the day at the discretion of the Trainer. Please ensure you bring enough food to sustain you throughout the day in the event there is not access to food near the training facility. Breaks may not be long enough to leave the training site for lunch.

IF YOU ARE HAVING TROUBLE DOWNLOADING YOUR DIGITAL RELEASE, PLEASE CONTACT THE AGENCY PRIOR TO TRAINING. Info.usa@lesmills.com

At the end of Initial Training, your trainer will give you a completed Certification Assessment Form with your outcome. Possible outcomes are: PASS or PASS PENDING. Please see the next page for more details on these outcomes.

Initial Training Cancellation Policy: If you cancel more than 16 days before the Event, we will refund the price you paid for the ticket less an administration fee of $50. If the ticket is cancelled after this date, there will be no refund. With our written consent, you may transfer to another Event. If the Event you are transferring to is an Initial Training using a Les Mills Release that is different to the original Event in which you were registered, there will be an additional $50.00 fee.
INITIAL TRAINING OUTCOMES

PASS PENDING – Congratulations on completing Initial Training! A bit more time and determination are all you need to earn your Pass.

Next steps:
- Carefully review the feedback you got at training. Practice your assigned tracks focusing on one key element at a time and gradually put all the pieces together.
- Practice your tracks to a small group and ask your fellow instructors for feedback.
- Submit a video of your One-Track within 30 days of completing training.
  - No participants should be in your One-Track assessment video with the exception of GRIT, SH'BAM, or BORN TO MOVE.
- Within 7 days of receipt, you will receive a new training outcome along with feedback outlining your next steps.

You will receive 1 of 3 outcomes from your Pass Pending video:
- PASS: you have shown competency in the Key Elements from training and have 60 days from the receipt of your outcome to film your full assessment video. Please skip to “Pass” instructions below.
- SEND NEW VIDEO: you have a little more work to do to achieve competency from training and need to submit another Pass Pending video.
- RE-TRAIN: You have 2 opportunities to submit a Pass Pending video; if you do not achieve a PASS outcome from your second video you will be required to attend training again.

PASS – Great work! You are now cleared to teach on your own during the assessment phase.

Need help with an action plan to prepare for video assessment? Here’s a sample:

- Week 1 – Carefully review your feedback from Initial Training. Commit to applying your feedback for the tracks you were assigned at training. Practice Choreography and Technique as you watch the Masterclass video.
- Sign up for digital autoship (see page 11 for details)
- Week 2 - Practice with the Masterclass video a few times. Commit to learning 4 more tracks. Try to do some live team teaching or shadowing with a certified instructor.
- Week 3 – Commit to learning the rest of the release. Practice with just music playing (no video or presenter voices off); focus on delivering correct Choreography and Technique.
- Week 4 –Practice live (team teaching or practice with fellow instructors or friends as participants) and focus on Choreography, Technique, and Layer 1 Coaching. Use your video for scripting ideas and begin to develop Layer 2 Coaching.
- Week 5 – Record practice video, self-assess. Check Choreography, Technique and clear concise layer 1 & 2 Coaching.
- Week 6 – Record 2nd practice video applying feedback from previous practice – self-assess Choreography, Technique, and Coaching.
- Week 7 – Final video, apply all notes from your self-assessment and submit on the Instructor Portal.
- Week 8 - Emergency Week- If you are still unhappy with your video, film once more. Choose the best of the recordings over the last 3 weeks and submit it for assessment.
ASSESSMENT CHECKLIST FOR SUCCESS
Helpful Guidelines for Filming & Submission of Your Assessment

Guidelines for Filming
- You can film during a regularly scheduled class or set up a special class time (in a licensed facility).
- You should be the only instructor in front of the class – no shadows please.
- We recommend having at least 5 participants (please contact LMUS Assessment Team at assessment.usa@lesmills.com if you are having trouble with this requirement). This is mandatory for BORN TO MOVE®, LES MILLS GRIT®, LES MILLS SPRINT®, and SH’BAM®.
- Teach the release you trained on from start to finish.
  - Bonus tracks are not allowed to be used for filming. Contact LMUS for approval if your facility requires you to use a Bonus Track.
- Your assessment video should be one full class with no breaks in filming.
- At the beginning of your video, please clearly state your:
  - Name (EXACTLY as listed in your instructor portal)
  - Email address (as used in your instructor portal)
  - Program Name (e.g., BODYPUMP®)
  - Release Number (e.g., Release 100)
  - If you prefer, you could hold a piece of paper with this info close to the camera prior to class or build a graphic into the beginning of the video.
- Do not have the Choreography Notes or Masterclass video visible anywhere in the room. If you are following the notes or video, you will receive an automatic SEND NEW VIDEO Outcome. (The only exception is BODYFLOW® – you may read your notes for Track 10 Relaxation/Meditation ONLY.)
- Be sure to keep a copy of your video until you receive your Outcome/Feedback.

Camera Setup Tips
- Setup the camera directly in front of you. (Except for RPM, LES MILLS SPRINT and the TRIP – place camera for these programs at a 45-degree angle.)
- Please turn HD off; film using the lowest resolution for a smaller file and successful upload.
  - Use the front camera if filming with an iPad
- Ensure you can be seen from head to toe at all times. Step heights, propulsion, and Standing Climb positions can cause your head to move out of camera range.
- Ask a fellow instructor to watch from the back to be sure participants do not block the camera.
- Do NOT move or change the zoom on the camera.
- Please film your class with the lights on so that the assessor can see you.
  - Lights are only allowed to be off for The TRIP.
- Test your sound system and microphone so that the assessor can hear you and the music.

WHAT SHOULD I WEAR
In general, wear athletic clothing that allows participants and your assessor the ability to view proper alignment. Use your program’s Release Video Masterclass as a guide for what is appropriate for your program.
How to Upload
Watch your assessment video from beginning to end before uploading it! This will ensure that all the criteria are met before submission and there will not be a delay in assessing your video.

- If your assessment video is ONE COMPLETE FILE after transferring it to your computer:
  - Login to the Les Mills Instructor Portal
  - Click on CERTIFICATIONS and then click SUBMIT ASSESSMENT VIDEO.
  - Complete all information on the form and then click ATTACH FILE.
- If your video was split into MORE THAN ONE FILE after transferring it to your computer you’ll just need to upload both files.

What Happens after I Upload my Video?
You should receive results within 14 days. Please check your portal for the status of your assessment. You will receive 1 of 2 outcomes: PASS or SEND NEW VIDEO.

1. PASS: You have shown competency in the compulsory Key Elements and are CERTIFIED to teach that program. Continue your journey with Quarterly Workshops and Advanced Instructor Modules.

- OR -

2. SEND NEW VIDEO: You have a little more work to do to achieve competency for certification and need to submit another video (same release). Carefully follow the action plan from your assessor before recording a new video. Instructors can submit 2 additional videos within 60 days of a SEND NEW VIDEO outcome. (A fee of $50 is required for each additional video.)
   - All videos must be submitted within 6 months of Initial Training unless there is a documented medical or military need.

What happens if I don’t receive a Pass Outcome?
You have a total of 3 opportunities (including your 1st submission) to pass your assessment video. If you do not achieve a PASS outcome by your third video, you will receive a RE-TRAIN outcome and will be required to attend initial training again. The 1st and 2nd video submission is included in the initial training fee. An additional fee of $50 is required for sending your 3rd video.
Program Specific Guidelines

LesMills BODYFLOW
- Turn to the side (profile) for 1 round of Sun Salutations to show the assessor your alignment. Your class does not need to turn with you. If you prefer, you can do this before class as a “preview”.

LesMills BODYSTEP
- You can submit either BODYPUMP Athletic or BODYPUMP classic but must follow the format in the Choreography Notes for that release. BODYPUMP Athletic will have fewer Exercise Variations for scoring.

LesMills CXWORX
- You may submit Bonus Tracks, swapping like for like (e.g., Bonus Track 4 can replace a Track 4 but not a Track 3).

LesMills RPM
- Place the camera at a 45-degree angle from your front so the assessor can see your body from the front and side, making your legs clear in frame.

LesMills GRIT
- Film on the STRENGTH release.
- You must film with 5 or more participants.
- Position the camera facing you straight on.
- Be sure you can see most of the participants in the camera’s wide view (in order to show floor Coaching), but ensure that none of them are blocking the camera’s view of you.
- Start floor Coaching with front row of participants and work your way to the back.
- Make sure the Assessor can see you floor coach. Some room sizes and configurations might require you to have someone follow you with the camera as you floor coach to meet the floor Coaching filming requirements.

LesMills sprint
- You must film with 5 or more participants.
- Position the camera at 45 degrees to the bike so the Assessor can see your pedal stroke and top of your head at all times.
- Be sure you can see most of the participants in the camera’s wide view (in order to show floor Coaching), but ensure that none of them are blocking the camera’s view of you.
- Make sure the Assessor can see you floor coach. Some room sizes and configurations might require you to have someone follow you with the camera as you floor coach to meet the floor Coaching Filming requirements.
LES MILLS BORN TO MOVE

**You must give the filming letter to each parent of the child that will be taped and get the proper waivers signed BEFORE filming. Please check with your facility to get their waiver or policy around filming minors.**

- You must film ONE assessment per certification that you have trained in.
- Must have at least 5 children of the proper age group in class
- Must include Welcome Circle, Music and Moves, and Relaxation (please include all 5 steps in the 5 Step Class Format if possible: Arrival -> Goodbye)

**Pre-school Certification (2-3, 4-5)**

Required video: 4-5 class – please contact Les Mills before filming if your facility is not licensed for the 4-5 program.

- Class must be at least 30 minutes long
- Place the camera at the back of the room and slightly off to the side. This will allow the assessor to see your face during Themed Scripted Exercises (when children are in lines) so they can accurately assess the key elements. It is fine to elevate the camera placement so it is out of the way when you move to exercises in a circle or scarf box – this will hopefully prevent it from being a distraction for the children and will prevent them blocking the view of the teacher during class.
- If you earn a passing result from your 4-5 video submission, you will be certified to teach both the 2-3 & 4-5 class. You may only receive autoship for the programs your facility is licensed to carry.

**School Age Certification (6-7, 8-12, 13-16)**

Required Video: 8-12 class - please contact Les Mills before filming if your facility is not licensed for 8-12, or if you would like to obtain an individual program certification.

- Must be at least 30 minutes long; all 8 movement categories will not fit into a 30-minute class, but please try to avoid repeating a movement category so the assessor can see a wide range of your skills.
- Place the camera at the back of the class and slightly off to the side so the assessor can see your face throughout to assess the teaching components Be, Lead, & Interact (exception: Game tracks).
- If you earn a passing result from your 8-12 video submission, you will be certified to teach the 6-7, 8-12, & 13-16 classes. You may only receive autoship for the programs your facility is licensed to carry.
MAINTAINING YOUR CERTIFICATION

AUTOSHIP
What is Autoship?
Digital Releases are how we provide our instructors with new music, the latest and greatest exercises and some of the best education and scientific research in the fitness industry. The classes are designed by Program Directors; experts who focus on nothing but creating new workouts each quarter. **WATCH: What goes into creating quarterly releases?**

WHY Autoship?
All professional organizations require continuing education to maintain or renew certifications. Les Mills makes it easy by delivering that education to your Les Mills Releases App each quarter. If you are actively teaching or subbing any program, you must purchase each new instructor release kit for the relevant program as it becomes available. Staying on top of the latest workouts, research, and music will help you pack your classes each week!

- This does not apply where a Licensed Facility purchases each new release of Instructor Resources on your behalf as it becomes available; provided, however, the Licensed Facility’s purchase must be for your individual use only and not for the use of any other Instructor.

When will I receive autoship each year?
- Be on the lookout for email reminders about the exact billing dates for autoship. They will begin 30 days prior to billing. Check your Instructor Portal EACH round of autoship to be sure your certification and payment information is up to date to avoid delay in processing your autoship.
- BORN TO MOVE is only released 3 times per year, so there will be no new release in February.
- If you do not cancel your autoship PRIOR to billing for programs you are no longer teaching, you will only be given a refund within 7 days of billing if your instructor kit has not been downloaded.

AFFILIATION
Facilities partnered with Les Mills have program-specific licensing agreements. To receive autoship for a program you are certified in, you need to be affiliated with a facility licensed for that specific program. It is a violation of your instructor agreement to teach any program in a facility not licensed to carry that program.

How do you become affiliated?
1. Speak to the owner or manager of the facility first to discuss employment.
2. Log into your Instructor Portal account.
3. Select “Facilities” at the top of the page.
4. Scroll down and enter your zip code.
5. From the list, select “add to my facilities” (under the address and phone number of that site)
6. The primary contact of that facility will receive an email to confirm your affiliation. If it is accepted, you will be able to sign up for autoship for any programs you are certified in that are also on the facility’s license agreement.

If your affiliation changes due to relocation, employment status change, deployment, or for any other reason, please contact us.

- You will not be able to receive autoship if you are not affiliated with a facility licensed for that program. If you are off autoship for one year, you will need to contact the agency regarding your next steps to re-activate autoship. You can view the full terms of your instructor agreement in your instructor portal under Account Settings.
CONTINUING EDUCATION

Les Mills is passionate about helping you become the best version of yourself, so in addition to autoship, you can participate in any of the following workshops to polish your skills as an instructor.

Advanced Instructor Module 1
AIM 1 is a 1-day program specific workshop designed to hone your skills in the Key Elements of Technique and Coaching. You will present for feedback from a National Trainer and leave armed with more tools to shift your teaching to the next level. AIM 1 is recommended 6 months or more from successful completion of assessment.

Advanced Instructor Module 2
Six months after you’ve completed AIM 1, you can move on to AIM 2. This 2-day workshop will take a deep dive into the key elements of Connection and Performance. Be prepared to be stretched outside your comfort zone in order to make huge shifts in your teaching to become the BEST version of you. AIM 2 will leave you exhausted, but inspired, and your members will feel the difference in each class they experience with you.

General Education Workshops
We offer other quarterly education events to keep things fresh. Check your Instructor Portal for events near you!

In partnership with Reebok, LES MILLS LIVE is the fitness event you don’t want to miss. Learn from the best presenters in the world as you experience the hottest new releases in a rock concert atmosphere with thousands of your Tribe members. LES MILLS LIVE is the biggest event of the year and is sure to leave you re-energized and inspired.
CONTACT INFO

Les Mills US
363 E. Erie Suite 200
Chicago, IL
60654

info.usa@lesmills.com
TF: 844.LES.MILLS