



ASIAN  
ACADEMY FOR  
SPORTS &  
FITNESS  
PROFESSIONALS  
亞洲運動及體適能專業學院

**ADVANCED PERSONAL FITNESS TRAINER  
CERTIFICATION COURSE**

**15-HOUR INTERNSHIP PROGRAMME WORKBOOK**  
(With ASSESSMENT FORM and CONFIRMATION LETTER attached)

Student Name 學員姓名: \_\_\_\_\_

Club House / Fitness Centre 會所/健身中心: \_\_\_\_\_

Course Code 課程編號: \_\_\_\_\_

Contact No. 聯絡電話: \_\_\_\_\_

Submission date 繳交日期: \_\_\_\_\_

**[www.aasfp.com](http://www.aasfp.com)**

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Being part of the Advanced Personal Fitness Trainer Course, working in the gym/club environment will provide fresh personal trainer graduates an opportunity to be familiar with the real working environment and the operation of the fitness centre. In the process of internship program, you should aim at:

- Learning and experiencing what is required in becoming a personal trainer
- Understanding the possible career path and personal/business development opportunities in a commercial fitness center
- Gaining knowledge and experience in how to get started as a personal trainer
- Gaining experience in how to prospect and approaching gym users, both in personal and by phone if possible
- Attaching an experience personal trainer and observe how a PT session is conducted if possible

To complete the internship programme, students must follow the instruction to finish all the tasks 1-7 in internship workbook and have the 'Evaluation form' and 'Confirmation Letter' completed and signed by the fitness centre/club manager/supervisor. **Should there be anything missed or not meeting the basic requirement, the workbook will be rejected and need to be redone with re-assessment charge HKD150.** Finally, students must bear in mind the internship programme is a part of the training to be awarded the certificate. No payment will be paid for the internship programme.

### Objectives

In the process of doing this workbook:

- It helps review most of the aspects of the certification course in a practical setting
- It helps related topics that you have learnt in the lecture to real life
- It gives you the confidence and understanding of the responsibilities of a professional personal trainer

### Usage Guide

1. To be familiar with the workbook content and the type of information before you start the programme
2. At the start of programme, hand in the reference letter and performance assessment form (p.19-22) to your supervisor and make sure he/she will arrange at least 1 hour to provide the information required
3. Ensure to take this workbook every time you attend the internship programme for completion of tasks
4. Let the questions and instruction in each section guide you to what has to be done
5. Should you require additional space, use separate sheet(s) of papers.
6. This work book does not carry any mark; however it can reflect your understanding of the course materials and your responsibilities of what it takes to be a professional personal trainer. Therefore, you must complete all the required tasks (1-7) before you can take the certification of the course. Rejected works must be redone and the re-assessment charge of redone work is HKD150.
7. The Internship Programme 'Evaluation Form' and 'Confirmation Letter' are included in this workbook. Please remember to complete them with appropriate authority (Signature of fitness/club manager or supervisor).
8. AASFP reserves the copyright and rights to change of the contents.
9. Copyright materials reproduced herein are used under the copyright owner.

# ***Chapter 1: Starting the fitness career (Tasks 1 to 3)***

## ***Learning Objective***

After finishing this chapter, you should be able to:

- Realize your strengths and weaknesses
- Understand the career path opportunities in the gym/fitness center/club you attending
- Equip and prepare yourself for the fitness trainer career

### **Reference:**

- 1) **Bates, M. (2008). Health Fitness Management – A Comprehensive Resource for Managing and Operating Programs and Facilities, Human Kinetics**
- 2) **Brook, D. (2004). The Complete Book of Personal Training. Human Kinetics**

## ***TASK 1 : Self-analysis***

### ***Get yourself ready and know your strengths and weaknesses***

The career path and avenues into fitness instruction or personal training vary in different trainers. The only mean to expand your business is to equip yourself. Grade yourself 1-10 (10 is the highest) and write down your strengths and weaknesses in each of following items and think of how you can improve each of them.

**Grade**

- A. Knowledge: \_\_\_\_\_
- B. Experience: \_\_\_\_\_
- C. Communication and Presentation: \_\_\_\_\_
- D. Service and attitude: \_\_\_\_\_
- E. Skills and Techniques: \_\_\_\_\_

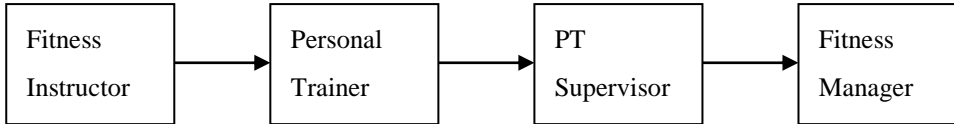
1.1 How would you plan to improve the above item ?

Knowledge	
Experience	
Communication and Presentation	
Service and attitude	
Skills and Techniques	

## ***TASK 2 : Career Path and Personal development***

### ***Career path and personal development opportunities***

Observe or ask your supervisor of the gym / fitness center / club house you attend (you can draw your personal ideal path if the center you work cannot provide related information). What is the career path for the trainers? You can use flowchart diagram to describe the path. For example:



2.1 Career Development Path in the club you attend

2.2 How can you equip yourself to your career? List down 3 goals.

A.

B.

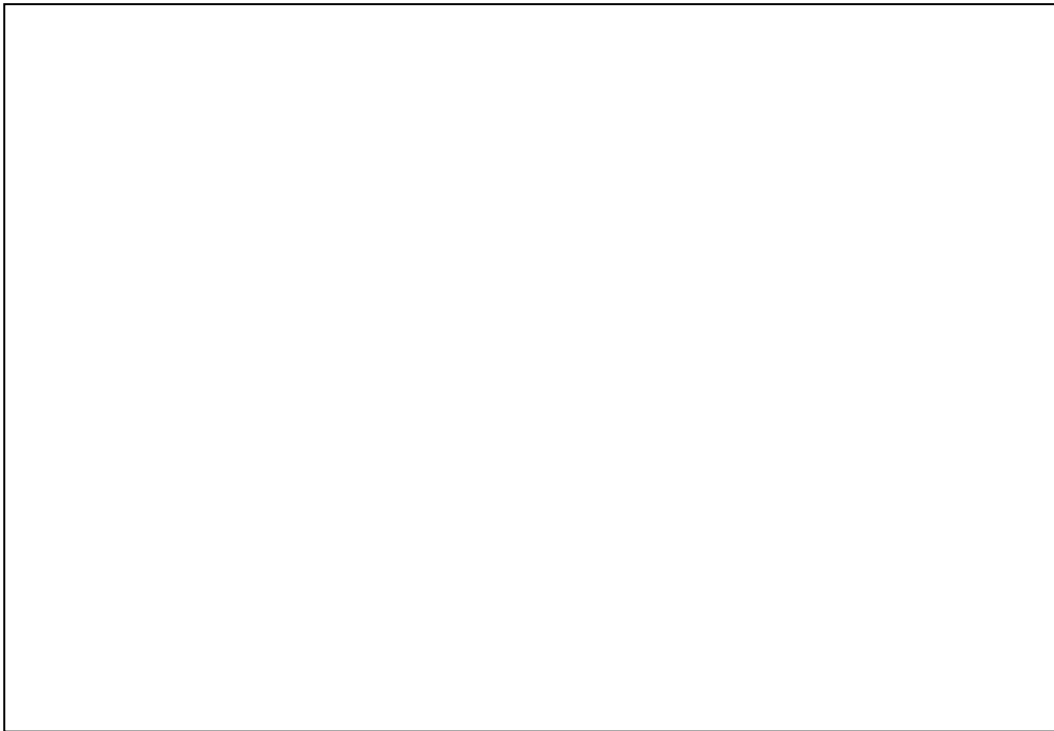
C.

### ***TASK 3 :Design your own business card***

Design your own business card in following space. It can be a good template for you in the future. Your design **MUST AT LEAST** include the following (*else you need to redo the task*):

- **Logo designed for yourself**
- **Name and contacts (telephone and email are the must)**
- **Trainer certification and certified by which organization**
- **Others qualifications**

3.1



## ***Chapter 2: Client prospecting and fitness goal review***

### ***(Tasks 4 to 5)***

#### ***Learning Objective***

After finishing this chapter, you should be able to:

- Understand the procedures and techniques of client prospecting for Personal Trainer
- Realize how the marketing techniques and communication skills can help the client prospecting
- Understand the procedures and techniques in Fitness Goal Review process
- Realize how Fitness Goal Review can help the trainer and client

#### **Reference:**

- 1) Griffin J.C., 2006, **Client-Centered Exercise Prescription 2th Edition**, Champaign : IL, Human Kinetics
- 2) Brook, D. (2004). **The Complete Book of Personal Training**. Human Kinetics
- 3) Vivian H. Heyward 2002 **Advanced Fitness Assessment and Exercise Prescription 4th Edition**, Human Kinetics



### ***TASK 4 : Client Prospecting***

Observe how trainers of the gym/fitness center/club approach potential clients. Note and observe what did the trainer do during the process. If the center you attend do not have such activities, you can ask your supervisor or write down the answer by applying what you learnt in our course.

4.1. Write down procedure of client prospecting. How does the Personal Trainer approach a potential client?  
(You can use a separate sheet of paper)

4.2. What is the information that must be collected during the prospecting procedure. (You can use a separate sheet of paper)

4.3. What types of marketing techniques or communication skills are used during the process? For example, trainer impressed the client with answering his question on building a strong arm. (You can use a separate sheet of paper)

### ***TASK 5 : Fitness Goal Review***

Observe how trainers of the gym/fitness center/club carry out the fitness goal review or fitness assessment for client or potential client. Note and observe what did the trainer do during the process. If the center you attend do not have such activities, you can ask your supervisor or write down the answer by applying what you learnt in our course.

- 5.1 Please describe the procedure of the client Fitness Goal Review and assessment. Any machines or tools are used? (You can use a separate sheet of paper)

- 5.2 What fitness component(s) is/are assessed during the procedure? (You can use a separate sheet of paper)

- 5.3 Please explain how the client's Fitness Goal Review help the Personal Trainer and client based on your observation. (You can use a separate sheet of paper)

## ***Chapter 3: Personal Training Techniques (Tasks 6)***

### ***Learning Objective***

After finishing this chapter, you should be able to:

- Prepare a personal training session so that it can be run smoothly
- Understand how a personal training session is constructed and delivered
- Review a personal training session and improve the training skills

### **Reference:**

- 1) **Baechle T.R., Earle R.W. Essentials of strength training and conditioning. 2000, NSCA**
- 2) **Griffin J.C., 2006, Client-Centered Exercise Prescription 2th Edition, Champaign : IL, Human Kinetics**
- 3) **NASM 2004 Certified Personal Trainer – Optimum Performance Training for the health and Fitness Professional 2nd Edition, Human Kinetics**
- 4) **Brook, D. (2004). The Complete Book of Personal Training. Human Kinetics**

## ***TASK 6 : Personal Training Techniques***

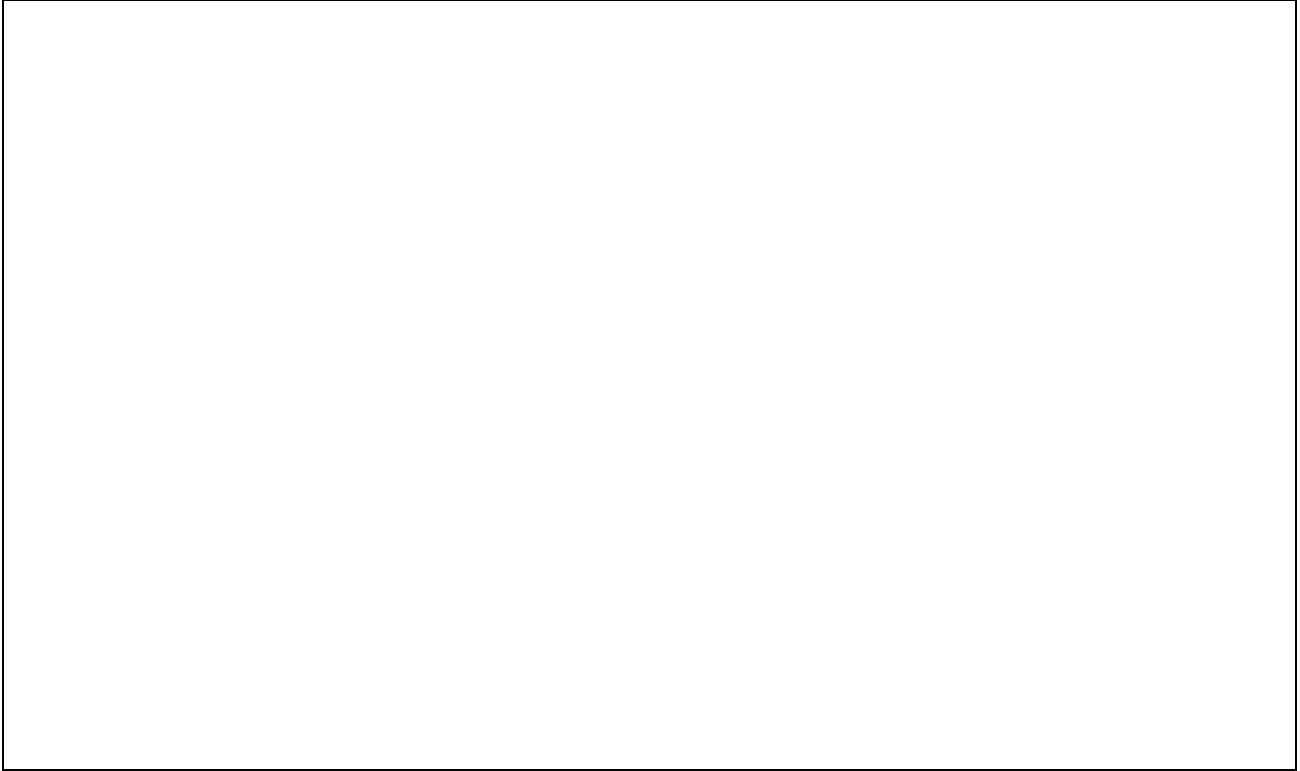
Attach to a trainer and observe how trainers of the gym/fitness center/club to carry out the personal training session. Note and observe what the trainers do before and during the session. If the center you attend do not have such activities, you can ask your supervisor or write down the answer by applying what you learnt in our course.

6.1. What is/are the short term and long term training goal(s) of the client in the training process?

6.2. Write down the content of one of the training session. It must at least have 3 parts: warm up, training, cool down. For resistance training, it must contain exercises, weight, repetitions, sets, resting time between sets. (You can use a separate sheet of paper)

6.3. What the communication skill(s) the Personal Trainer used to lead the client during exercises according to your observation? For example, how the Personal Trainer motivate the client to be more involved during the exercise. (You can use a separate sheet of paper)

6.4. How, you think, the session can be improved so that the training can be more safe and effective? (You can use a separate sheet of paper)

A large, empty rectangular box with a thin black border, intended for the user to write their response to question 6.4. The box is currently blank.

## ***Chapter 4: Final Project (Tasks 7)***

### ***Learning Objective***

After finishing this chapter, you should be able to:

- Understand the importance of communication skills, including brochure, video clips etc.
- Make a brochure or video clip for educating clients or promotion of the fitness center

### ***Final Project***

Besides training skills, communication skills both in verbal and non-verbal, are also critical for a successful Personal Trainer. In the fitness center, Personal Trainers are also required to write up a proper brochure to introduce the exercises skills, health and fitness concepts or even sports injuries to clients. Nowadays, Personal Trainers may also be required to make a short video to promote your fitness center or yourself.

Please pick up ONE only of the following topics and complete the project according to our guidelines and submitted together with this workbook.

7.1. Making a brochure about one of the following subjects, so that you can put it in the fitness center and clients can be educated about the topic through reading it.

- a) **3 Exercises to prevent Lower back pain OR**
- b) **3 Exercises to correct round shoulder OR**
- c) **3 Exercises to build up your 6 pack abs OR**
- d) **3 Exercises to strengthen your core muscles**

Your submitted brochure will be REJECTED and need to be redone if any one of the followings is missed or not followed:

- The submitted brochure must be in A4 size with COLOR printed copy (soft copy is not accepted)
- Around 100 words with photo(s) to brief the cause of the problem or the training principles
- Introduce at least 3 resistance exercises that can help to improve the situation
- You must have photos and words to describe and explain the resistance training that can help to improve the situation
- For each training employed, you must describe the start/end position, body position and stability, adjustment of the machine if any, movement range and path, breathing, safety and how to change the difficulties
- You **MUST** put your credential, name and photo at the end of the brochure as author information
- NO hand writing is allowed

OR

7.2. Making a 3 minutes video clip about **ONE** of the following subject through role play:

- a) **Explain to a client if the client asked, “Why I gain weight in conducting the fat burning program?”. OR**
- b) **Explain to a client if the client asked, “If there is a cracking sound over the training area without pain, shall I keep doing it? OR**
- c) **If my female client is looking for body shaping without significant muscle hypertrophy, what should I do? OR**
- d) **If my left arm is much smaller than my right arm, what should I do? OR**
- e) **Can I lose fat and gain muscle at the same time? If yes, how?**

Your submitted video will be **REJECTED** and **need to be redone** if any one of the followings is missed or not followed:

- Your video clip format must be able to be opened and played by Window Media Player v11 or below (AVI and MPEG files)
- You must introduce yourself : name and personal credential
- You must clearly state the topic you selected at the beginning of the video before the role play
- Decent background must be required. No home, stair, or improper background
- The image/sound must be clear and can be heard and recognized.
- Proper dressing code is required

## To Fitness center manager,

Thank you for arranging internship chance for our students. Please arrange at least 1 hour from the 15 internship hours to help students to collect the following information about your fitness center/club so that the student can complete their workbook:

- The career development path of the trainer
- The prospecting process of Personal Trainer (it's best to arrange an observation session)
- The fitness goal review assessment process of Personal Trainer (it's best to arrange an observation session)
- The personal training session process (it's best to arrange an observation session)

## 致健身中心主管，

感謝您安排實習機會給予我們學員，為幫助學員完成實習目的及作業，請您於十五小時實習中，安排最少一個小時給予學員有關貴中心以下資料：

- 教練的事業發展路線圖
- 私人教練如何拓展客戶（最好可以安排學員觀察機會）
- 教練如何進行體適能評估（最好可以安排學員觀察機會）
- 教練如何進行課堂，如之前有什麼準備、進程序等（最好可以安排學員觀察機會）

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亞洲運動及體適能專業學院



**Assessment Table 評核表:** (Filled by Fitness / Club manager or supervisor 交由健身室 / 會所經理或負責人填寫)

Please rate each of the following items accordingly and in the next page calculate the total score for each category (Professionalism, Communication and Programme Design) and the final result

請根據學員各項表現於下列各項給予評分，並在下一頁計出每方面的總分 (專業，溝通及運動方案設計)以及最後得分。

**Score Calculation 分數計算:**

Assessment Item 評核項目	Score 評分				
	Bad 差		Fair 一般		Good 好
	0-2	3-4	5-6	7-8	9-10
Sample (3 marks) 範例 (3分)		3			
<b>PROFESSIONALISM 專業</b>					
Teaching Methods– were they able to demonstrate confidently Motivation Skills – did they encourage & motivate members 指導技巧 – 有信心地提供正確的示範 推動技巧 – 適當地鼓勵會員					
Dress/ Appearance – was it of a professional standard Punctuality – were they always on scheduled time 服裝/外觀 - 符合專業形象 守時 - 經常依時到達					
Able to provide enough fitness / health knowledge to members and also use professional tone / wording to coach professionally 有足夠體適能及健康知識提供會員以及能夠運用專業措詞及語調教授					
Did the trainer demonstrate consideration to safety 考慮到安全問題					
<b>COMMUNICATION SKILLS 溝通技巧</b>					
Introduction of the facility to new members Introduction of themselves to the club's members Introduction of alternative training equipment to members 向新會員介紹場內的設施 向會員介紹自己 向會員介紹不同類別之訓練器材以供會員多個選擇					
Open communication with the fitness/club manager/supervisor Build up a friendly and nice image to members 保持與健身中心/會所之管理人員良好的溝通 建立親切及友善的形象予會員					
Good application of verbal & non-verbal communication and members had positive feedback on their coaching 學員能善用講解及非口語之溝通技巧，以及會員對學員的講解及教授給予正面的反應					
<b>PROGRAMME DESIGN (For members or in form of case study) 運動方案設計 (以會員或個案研究的形式)</b>					
Chose suitable cardiovascular equipments to client with reasonable frequency, intensity, time and progression 選擇合適之心肺功能訓練器材予客人並且有合理的訓練長度、次數、強度及進程					
Chose suitable resistance training equipments to client with reasonable frequency, intensity, time and progression 選擇合適之阻力訓練器材予客人並且有合理的訓練長度、次數、強度及進程					
Chose suitable flexibility trainings to client with reasonable frequency, intensity, time and progression 選擇合適之柔韌性訓練予客人，並且有合理的訓練長度、次數、強度及進程					

Category 類別	Score 得分	Comments on each Category 評語
Professionalism 專業	/ 40	
Communication 溝通技巧	/ 30	
Programme Design 運動方案設計	/ 30	
Total Score 總得分	/ 100	

Signature of Assessor 評核者之簽署: \_\_\_\_\_ Date 日期: \_\_\_\_\_

Name and Position 姓名及職位 \_\_\_\_\_

\*\*\*\*\*

**“CONFIRMATION LETTER 證明書”**

*(Filled by Fitness / Club manager or supervisor 交由健身室 / 會所經理或負責人填寫)*

DATE 日期: \_\_\_\_\_

NAME OF FACILITY 公司名稱: \_\_\_\_\_

TELEPHONE 電話: \_\_\_\_\_

ADDRESS OF FACILITY 公司地址: \_\_\_\_\_  
 \_\_\_\_\_

Dear Program Director of AASFP,

I am writing to confirm that \_\_\_\_\_ has successfully completed the **AASFP ADVANCED PERSONAL FITNESS TRAINER CERTIFICATION COURSE module C 15-hour Internship Programme**, He/she commenced the programme on \_\_\_\_\_ and completed the 15 hours by the \_\_\_\_\_.

Kindest Regards,

致亞洲運動及體適能專業學院課程總監：

本人特此證明學員 \_\_\_\_\_ 成功完成亞洲運動及體適能專業學院 AASFP 私人體適能教練實習訓練 15 小時。他/她由 \_\_\_\_\_ 開始，至 \_\_\_\_\_ 完成 15 小時實習訓練。

謹致問候

\_\_\_\_\_  
Signature 簽署

\_\_\_\_\_  
Company Chop 公司蓋印

\_\_\_\_\_  
Please print name and position 請印上姓名及職位

\_\_\_\_\_  
Date 日期

## **Checklist of Item Submission**

**(you MUST read this and check your work before submitting your work book)**

You are required to submit the following items within **A 3 MONTH period** as from the date of your final examination for obtaining the AASFP APT Certificate. For any question please contact 25789877 or via email: [aasfp@aasfp.com](mailto:aasfp@aasfp.com). Please also come to AASFP office in person to collect your certificate and our address is as follow: *Room 1603, 16/F., Eastern Centre, 1065 King's Road, Quarry Bay, Hong Kong. SAR China.*

1. A copy of a VALID Cardiopulmonary Resuscitation (CPR) Certificate
2. Evaluation Form - completed and signed by the Fitness Centre/Club Manager/Supervisor with company chop (page 19-22)
3. Confirmation Letter - completed and signed by the Fitness Centre/Club Manager/Supervisor with company chop (page 20-22)
4. Completed TRAINER Internship Programme Work Book (printed hardcopy WITH all 7 tasks completed) (page 5-18)
5. For task 3, you **MUST** include the following information, otherwise, your workbook may be rejected:
  - Logo designed for your self**
  - Name and contacts (telephone and email are the must)**
  - Trainer certification and certified by which organization**
  - Others qualifications**
6. The final project of task 7 – either brochure or Video clip (printed hardcopy for brochure, USB for video clip ) (page 16-18)  
 For brochure, please make sure your work follows the following guidelines, else it may be rejected:
  - NO** hand writing is allowed
  - The submitted brochure must be in A4 size with **COLOR** printed copy (soft copy is not accepted)
  - You must have photos and words to describe and explain the resistance training that can help to improve the situation
  - You **MUST** put your credential, name and photo at the end of the brochure as author information

Should your work is rejected, HKD 150 re-assessment charge **MUST BE** paid for re-submission of the work. Submitted workbook will not be return to student.