

INTRODUCTION

MY INTENT

For years now, my Reiki students have given me the same feedback over and over again: “You have provided me with more vital, detailed information about Reiki and how to put it into practice than any other class I have ever taken.” My hope is to offer an expansion -- not a constriction -- of thoughts and theories about Reiki.

My intent for this manual is to provide a clear and knowledgeable framework with direct, organized steps to learn and teach all three levels of Reiki. I teach Reiki in three levels. I do one very powerful Attunement for each level. I do not break up the third degree into another two levels. It does, however, take two days to complete. Breaking the Third Degree class into another two levels is not only unnecessary but would usually be more costly for the student.

If you have completed the Master/Teacher level of Reiki but felt you could never teach Reiki to students, you can now. Release your fears and hesitations. This manual is offered to tremendously build confidence for new teachers and to give a boost for the seasoned Reiki instructor. It will assist you in being in charge of your class, to keep on track and to know exactly what you want to do next.

My intent is never to participate in the ongoing and escalating battles about Reiki. Reiki itself is beyond all of that human strife. There is no right or wrong in Reiki. Everything -- from a blade of grass to a strand of hair on a human's head -- is the spark of the Intelligence of Source. When a person says that his or her Reiki technique or lineage is the only right way and all others are wrong, that creates a constriction in their own energy flow and not yours. Like a kink in your garden hose, some of the water gets through but the powerful surge is not there. Reiki is Unconditional. People are not unconditional. I have poured over many Reiki books and noticed that no two agree. There are versions upon versions of treatment protocols, symbols, Attunements, fees etc. -- which can be seen as a rich variety to celebrate, rather than something to view as conflict. Reiki is alive within itself and what is alive always changes and transforms.

ABOUT ME

My Great Grandmother, Della, was a medium and an energy worker who was born and raised in the hills of West Virginia. She belonged to a secret order called the Rosicrucians. She was a large part of my life until she passed on when I was about 12 years old. I remember my Grandmother doing energy work for others. I do not recall her ever using the term Reiki. As she scanned and cleansed their auric field with her hands, she would literally say “Swish, swish, swish ” I have no idea to this day what that was all about or if it assisted her in any way. The neighborhood children would call her a witch, which upset me so deeply because I felt and knew her magic.

I grew up seeing the auras of people living in the physical world and the spirits of “dead people” in the nonphysical world. When I walked down our country road, my dead uncle would drive by and wave at me. Sometimes, spirits would knock on my second story bedroom window trying to get my attention. Sometimes, I would see the ghost of a farmer long past, staring out across his fields over and over again.

While we generally considered ourselves Lutheran, both my Mother and Father’s side of the family also studied the teachings of the Spiritualist Church. One of my uncles was a Lutheran minister. When I was a child, my Grandmother would take me to his church. I thought that we all went to his Sunday service to watch him “glow.” As he went deeper into his sermon, his aura became more expanded and very white with light. Sometimes I could barely see his physical form. I struggled to hear what he was saying, but it was so deeply moving to see his light and to hear his baritone voice reaching out to us.

When I graduated from high school, life happened with all its trials and tribulations. I forgot about the abilities of seeing and experiencing the nonphysical. I dismissed the spiritual part of my life. I graduated from Purdue University in 1979 as a registered nurse. I worked in the mental health field in psychiatric settings such as hospitals and mental health centers, and earned a national certification through the American Nursing Credentialing Center in mental health nursing. I received a bachelor’s degree from Concordia University of Wisconsin in Communications and Management. I also completed the three-year training program in Gestalt Counseling at the Gestalt Institute of Indianapolis, Indiana.

Since 1985, I have been trained as a clinical hypnotherapist. I am registered through The American Council of Hypnotist Examiners which is based in Anaheim, California. I also hold a

certification in a type of past life regression called “Life Between Lives,” which was developed by Michael Newton. He has written two well-known books entitled *Journey of the Soul* and *Destiny of the Soul*. As a hypnotherapist, I use hypnosis for typical issues such as smoking cessation, athletic success, pain release etc., but I have also facilitated many past life regressions and Life Between Lives regressions.

In 1991, I was in Bloomington, Indiana, for a women’s music festival. A woman named Diane Stein, who wrote the book *Essential Reiki*, was teaching an energy healing class that she called “Introduction to Reiki (first degree).” I had no idea at the time that she was famous, or even infamous, for her teaching of Reiki and for putting the sacred and secret symbols into print. As she discussed energy healing, the light came on in my head. My Great Grandmother Della used to do this for me and others! I began to immerse myself in Reiki. I completed the Master-Teacher level in 1996. In 1995, I began working in private practice. Today, I use all three modalities -- Gestalt counseling, hypnosis and Reiki -- in my practice.

HOW TO USE THIS BOOK

I present every detail that I have written in this book to my classes. I also present each topic to the class in the order that it is written and presented in this book. Each topic builds upon the last in order to make the most sense for the learning curve of the student. So that you do not have to flip back and forth, I have placed each handout pertaining to each level of class within the body of the book as well as in the appendix at the back. You are free to copy these handouts for your classes, but I do ask that you keep the name of this book at the bottom of each handout. The index can provide you with a quick reference to answer any question that the students might have, and a recommended book list is provided. Please make it a working manual for yourself -- highlight it, mark it up and make it yours.



-- You will find a distinctive letter “**T**” throughout the book that provides you with hints for you, the teacher.

THOUGHTS ABOUT TEACHING REIKI CLASSES

This teaching manual gives you every bit of information that I teach in my classes. The following manual contains all the information that students have thanked me for over and over again. Please pass on to your classes every detail that is presented here.

Since the mid 90's, I have been told year after year that I teach more in my classes than anyone else. I have been told that I give more information, I am more concise, I hide nothing, I answer their questions, and I have clear, understandable explanations. I have students practice until they notice something, feel something or see something. Everyone needs to receive this standard of training.

Just because we are at the Master-Teacher level does not mean we know how to teach or what to teach! People have paid thousands of dollars for the first and second degree of Reiki that was offered by other Master/Teachers, yet later they come to me to actively learn how to do Reiki. I ask that my students not leave the class until they know that something is happening, and all of their questions have been answered, for now at least.

I do not give the Attunements alone without the class. I insist that they receive the entire instruction with the Attunement. As Master Teachers, we commit and dedicate ourselves to Reiki and providing it to others. We must teach all that we ourselves have learned. There are no secrets to keep. In my opinion, you are failing Reiki and failing yourself if you keep this information to yourself. You might be afraid that if you shared all that you know, then someone else may become more powerful than you or that person might draw more clients to themselves than you do. Holding back on this information creates a restriction that can pinch off the energy and the Love that Reiki is all about. There truly are enough clients for all of us. *Keeping secrets only harms the keeper of the secret, for it is only the secret keeper's energy flow that is stifled.*

You will hear along the way that you cannot do this or that with Reiki. For instance, I have heard that you have to wait for months and months before taking the Second Degree. I have heard that you can only go on to the next degree when your Reiki Master gives you permission. Mikao Usui himself seemed to have few rules of this kind. I have no rules of this kind. Who are we as teachers to create this control over another? Ask each individual to listen to the guidance of their own soul. We are teaching, in Reiki, to listen to spirit first before our analytical mind, so isn't it more than a little ironic that we turn around and tell them that they can only move on in their training when it seems right to the teacher? On the other hand, there are more than a few teachers who give all three levels to people all in the same weekend. That seems a little overwhelming to me, but if it feels right to you, then so be it.

I keep the same basic format with each class. I start promptly – that honors the people who have shown up on time. Repeat the following with each degree:

Prepare the room: Before anyone arrives, cleanse the room by drawing the Sei He Kei over the doors, corners and center of the room. Draw the Cho Ku Rei over the doors, corners and within the center of the room to power up the energy and to protect the space. I then draw all the symbols within the space where the Attunements will take place.

Ask each person to sign in. Make sure that you get everyone's address, email address and phone numbers.

Begin with introductions. Ask each person what brings them to Reiki or to this particular level of training. I tell them right up front that they should not leave today until all of their questions has been answered and they have *experienced* energy.



-- Keep the introductions very short and moving along. Allow only a couple of minutes for each person, or the entire morning will be taken up with introductions. You are the facilitator. Lovingly be in charge of how this day goes, and remember, be in charge or one of the students will be in charge for you.

If this is a second degree class, I also ask them to discuss what they have noticed about Reiki since they have been working on others. I then describe what the class will include today and in what order. I make sure that they know the approximate time that class will end so they can make arrangements to stay if need be. They must complete the class.

Have printed certificates completed ahead of time. That way, you are ready to pass them out at the end of each class. Certificate paper can be purchased at any office supply store. You can then create your own certificates with computer programs such as Print Shop or Microsoft Word. These programs also have templates that will print a border if you do not want to purchase certificate paper. Make sure that you do, however, choose a quality paper no matter how you have it printed. Your students will be proud of their achievements and will have a professional certificate to show for it.



-- Do not give out a certificate to someone who does not stay for the entire class. People will begin to see the quality of students who finish your classes.

As your students sign up for the class, ask them how they want their name printed on the certificates and for the correct spelling. This will save you money because you will not need to buy large envelopes and postage to send them out later.

About Timing: Usually the first and second level classes take approximately 7.5 hours with a 45 minute lunch. It will be somewhat shorter with only 2 or 3 students, but more students than that will require the full time. Ask them to bring their lunch. If they go out for lunch, you will not get them all back in time to cover all the information. Or, if you have a trusted caterer, you can order a lunch to be delivered to your location for all of you to eat on-site as part of the day and add the cost of the meal in the fee for the class.



-- You are developing an organized mailing list for your future classes.

Not all of your students will continue in their training at the same time, so you will want to keep track of their training level so they will be the first ones that you notify when you are offering the next class.

YES TO CONTINUING EDUCATION

A class that takes 6-7 hours is not the end of it. Let's face it. It is not enough and will not take the place of practice and experience.

The classes that are in this book are only the beginning. These steps do set the standard but it is just the foundation and not the entire building. Experience by practice, practice and more practice creates the Reiki healer. Reiki flowing into and through the practitioner generates the intuitive awareness and confidence of an excellent Reiki healer.

I ask the Master-Teacher to offer continuing education for your students. These steps have been the most successful:

1. At the end of each class you can inform your students that you will call them in a month or so to discuss their experiences and to answer any questions that might have come up during that time.
2. Ask the students to call you to discuss Reiki. You will need to tell them that you expect calls from each one of them or the students will probably not call for fear of bothering you.
3. Invite your students to join you in what I call a “Reiki Gathering.” The gathering offers a time for students to work on each other and also a time to receive Reiki as well. This gathering can be weekly, monthly or every couple of months depending on your time and schedule. Saturday mornings seem to work out well for the majority of people. This is a continuing education class so requesting a donation or a set fee would be appropriate. Using the practice goals that are offered at the end of each class will give you some guidelines for the gatherings. Again, it is important to have an organized mail, phone and email list to keep all of your students informed of upcoming trainings.

These gatherings are vital to your students’ success. They offer a safe haven and community for open discussion with like minded people. These gatherings will be the place for people to spread their wings.

