

## Class Outlines

The following class outlines are made available for your use. These are the class outlines used by the members of the Reiki Membership Association and by our Licensed Reiki Master Teachers. The outlines combine the Western style of Reiki with the Japanese style and Holy Fire® III Reiki. The Reiki I & II outlines are made to be used with the *Reiki, The Healing Touch* class manual, which includes instruction on how to do all the techniques in the outlines including the Japanese Reiki Techniques (JRT). You may also want to get a copy of the Japanese Reiki Techniques workshop DVD, which will instruct you on how to practice all the Japanese Reiki Techniques. The Reiki Master and Reiki Master Class outlines are to be used with this manual. These outlines are downloadable from our website. Give each student a copy of the class manual when they sign up, and a copy of the symbols if they are part of the class, so they can memorize them. Explain the private nature of the symbols and that they should not share them with others.

# Usui/Holy Fire® III Class Outlines

## Usui/Holy Fire® III Reiki I Training

Suggested class time: 9 a.m.–6:30 p.m.

1. Registration and sign in.
2. Smudging or energy clearing. Have students raise hands and place positive energy all over the room and then get hugs from everyone.
3. Introductions—name, where you are from, why you decided to take this class and something you like about yourself.
4. Ocean of Holy Love Experience. Have students write experiences and share.
5. Reiki Talk—what is Rei-ki, the different levels, how the Placement process works. How does Reiki work? (Use information from the manual.) For what can it be used? (Use examples and Reiki stories to explain these topics.) History—Usui—Hayashi—Takata—22 Masters and include information on the Gakkai and the discovery of the Japanese Reiki Techniques and a brief history of the Holy Fire®.
6. Explain and review the Reiki Ideals. Explain that the Reiki energy in this class is based on the Usui/Holy Fire® III system.
7. Lunch (one hour).
8. Return and regroup—circle shoulder massages and hugs.
9. Explain Gassho meditation (page 54, *Reiki: The Healing Touch*).
10. Briefly explain the three heavens and talk about the Placement and how it works.
11. Reiki I Placement.
12. Have students write about the Placement and experiences then share.
13. Break (10 minutes).
14. Practice Reiki (three or four to a group)—make sure all feel Reiki or that the client does. Share after.
15. Byosen Scanning (page 55, *Reiki: The Healing Touch*)—pick a partner, scan, then switch. Explain Reiji-ho (page 54, *Reiki: The Healing Touch*) and that it is more advanced as one uses intuition directly rather than the hand.
16. Explain and practice the standard session for treating others, all hand positions (pick a partner and switch).
17. Explain and demonstrate Kenyoku (page 59, *Reiki: The Healing Touch*). Have students use it at the end of the session.
18. Explain Hayashi Healing Guide and how to use it.
19. Explain the Reiki Client Information Form, Reiki Documentation Form and charging money or bartering.
20. Go over the Code of Ethics and Standards of Practice.
21. Break (10 to 15 minutes).
22. Explain self-session—Byosen self-scan (page 58, *Reiki: The Healing Touch*) and practice self-session hand positions.
23. \*If students are continuing the next day: Reiki II Symbols—show for memorization only, sacred, keep them secret, explain the test. Distribute handout. (Use last 1/2 hour of class for this part.) If students are taking Reiki II, it's a good idea to give each a copy of the Reiki II symbols when they sign up, so they have time to memorize them.
24. Closing meditation or prayer.

## Usui/Holy Fire® III Reiki II Training

Suggested class time: 9 a.m.–6:30 p.m.

1. Registration. Smudging or energy clearing. Place Reiki all over the room and then get hugs from everyone. Do introductions if this class is taught separately from Reiki I—name, where you are from, why you decided to take this class and something you like about yourself.
2. Holy Love Experience. Have students write experiences in notebooks and share.
3. Talk on Reiki II symbols—deeper, complete meaning, how to use them including the many ways to use Hon Sha Ze Sho Nen for distant and past/future healing. Explain why they need to be kept private as described on page 45 of *Reiki: The Healing Touch*. Explain that the energy in this class is based on the Usui/Holy Fire® III system.
4. Lunch (one hour). Students can use some of the lunchtime to memorize the symbols.
5. Test on symbols—use the form on page 165 of the *Usui/Holy Fire® III Reiki Master Manual*. Make copies for your students. If there are errors, gently point them out and ask the student to correct them. Use hints if necessary or have the person use her notes. Coach so that everyone passes.
6. Circle massages and hugs.
7. Explain Placement. Conduct a Reiki II Placement.
8. Have students write Placement experiences in their notebooks—sharing.
9. Break (10 minutes).
10. Break up into groups of three to four to practice. Start with them doing straight Reiki without any symbols. Then have them add the Choku Rei and after five minutes or so, share how this felt. Repeat with the Sei heki, so they get an experience of what the symbols do while in class.
11. Explain how to do a complete session using all the symbols.
12. Practice Gyoshi-ho (page 60, *Reiki: The Healing Touch*)—choose partners and switch. You can do this exercise with the students sitting in two rows of chairs facing each other. Also, explain that a practitioner can use this in a regular session. (Note that this replaces Beaming.)
13. Enkaku chiryo (page 60, *Reiki: The Healing Touch*) with the group. Ask for requests from students. Write the names of those to whom you are sending Reiki on a piece of paper and place in the middle of the circle or use a photo of the person if it is available. Send to create harmony among all people on the planet or perhaps a world situation.
14. Have students pick a Reiki buddy to exchange Reiki with during the week and to send distant Reiki to and then share the experience.
15. Ending meditation or prayer.
16. Encourage students to participate in a Reiki support group.

## Usui/Holy Fire® III Reiki Master Class

Suggested class time: 9 a.m.–6:30 p.m.

This outline is for teaching the 3 day Reiki Master class.

### Day 1

1. Registration and sign in.
2. Smudging or energy clearing. Place Reiki all over the room and then get hugs from everyone.
3. Introductions—name, work, family, metaphysical background, understanding of Reiki, why you want to learn Reiki, and something you like about yourself.
4. Explain our definition of Soul and Spirit and the Heavens. Explain that the energy in this class is based on the Usui/Holy Fire® III system.
5. Explain the unique way that Holy Fire® III Experiences, Placements and Ignitions are done. Explain that in this class students will not learn how to give attunements but will give Placements instead. Placements are for Reiki I and II and Master and provide a stronger, more effective healing energy for the student, open students to higher consciousness and activate the symbol(s). Explain how Holy Fire® III works and the concepts of the Authentic Self, the Culturally-Created Self and the Dormant Self.
6. Healing in the River of Life Experience Introduction: Use script on page 89 of the *Usui/Holy Fire® III Reiki Master Manual* to explain the River of Life Experience. Explain that at the same time this experience will be a healing experience, it will also give the students the ability to give Placements for Reiki I&II and to empower the Usui Master symbol in the Reiki Master class.
7. Healing in the River of Life Experience, have students write experiences and share.
8. Using crystals and stones with Reiki—how to use a single crystal to send Reiki continuously. Making a Reiki grid that will continue to send Reiki to yourself and others: used for distant healing, personal healing, goals, and manifestation. Note, this step can be done later in the day or on the second day if you don't have time.
9. The Usui Dai Ko Myo—show it to students, explain usage, practice drawing it. Go over the meaning of the Japanese words and explain what it means to Reiki people.
10. Lunch (one hour). Use some of the lunchtime to memorize symbol.
11. Test on the symbol.
12. Explain the Ignition process and that you will give a brief guided meditation and then stop talking while the energy guides the student directly. Explain that some students may have inner experiences, and some may just feel relaxed and that the most important effects take place below the students' level of awareness. Explain that the four Ignitions progressively empower the Holy Fire® symbol.
13. First Ignition. Give students time to write down their experiences and to share.
14. Break (10 minutes).

15. Explain how Placements work; that they do not come from the teacher or through the teacher but come to the student directly from the Holy Fire®.
16. Master Practitioner Placement. Have students write down their experiences and share.
17. Practice giving the Usui Master symbol to each other in sessions—two or three students giving Reiki to one. Share about this experience.
18. Reiki Moving Meditation. This exercise can be covered now or the next day, and if the next day, use the Holy Fire® symbol rather than the DKM.

## Day 2

1. Registration.
2. Smudging or energy clearing. Place Reiki all over the room and then get hugs from everyone.
3. Second Ignition. Give students time to write down their experiences and to share.
4. Explain the evolution of Reiki and how it developed from Usui Reiki into Holy Fire® Reiki.
5. Describe the history of Holy Fire® Reiki.
6. Describe the essence of Reiki.
7. Holy Fire® Symbol—show students, explain the attributes and benefits and usage, practice drawing it. Test on the symbol. You can also do this as part of step #11 on the first day of the Reiki Master class.
8. Explain Holy Fire® III Reiki and spiritual guidance.
9. Lunch (one hour).
10. Third Ignition. Follow instructions. Have students write experiences in notebooks, then share.
11. Practice giving Reiki sessions using Holy Fire®. Three students giving Reiki to one.
12. Break (10 to 15 minutes).
13. Holy Fire® Healing Experience. Follow instructions on page 87 of the *Usui/Holy Fire® III Reiki Master Manual* and have students choose two things they would like to have completely healed and so forth. Then conduct the Holy Fire® Healing Experience. Have students share their experiences.
14. If you have extra time, you could do one of the Holy Love Experiences.
15. Questions and Answers.

### Day 3

1. Smudging or energy clearing. Place Reiki energy all over the room, then give hugs to each other.
2. Fourth Ignition. Follow instructions. Have students write experiences in notebooks, then share.
3. Discussion—the values and spiritual orientation of a true Reiki Master.
4. Questions and Answers or discuss other Holy Fire® concepts.
5. Lunch (one hour).
6. Practice Reiki in groups of three to four using Holy Fire®. Seven minutes per student or longer.
7. Explain how to practice Holy Fire® Meditation. Practice it if you have time.
8. Explain healing religious trauma.
9. If you have time, talk about the Brothers and Sisters of the light, Unification Consciousness, Becoming the Authentic Self and The Spirit of the Earth.
10. Explain Healing Spirit Attachments. Conduct this process for the class if you have time.
11. Experiences, Placements, and Ignitions—go over the outlines, discuss, explain how to do them. Practice is usually not needed.
12. Conduct another of the Holy Love Experiences if you have time.
13. Talk about teaching, go over class outlines.
14. Explain doing Ignitions by yourself.
15. Go over the Code of Ethics and Standards of Practice.
16. Talk about developing your Reiki practice and the value of membership in the Reiki Membership Association (RMA).
17. Pass out class review.
18. Pass out student certificates.
19. Closing prayer.

## Holy Fire® III Upgrade Class

Those who are Holy Fire® III Reiki Masters can teach this class. Only those who already are Holy Fire® or Holy Fire® II Reiki Masters can take it. It requires approximately 3-4 hours to teach and will upgrade qualified students to the Holy Fire® III level for either Usui/Holy Fire® Reiki or Holy Fire® Karuna Reiki®. Please note that the reason William could teach this class as a webinar is that he received many sessions with Jesus to upgrade his energy field to be able to do it and therefore had the permission and participation of Jesus when doing the webinars. Because of this, it is important that you present this webinar in person to your students.

### Topics

1. Review the history of Holy Fire® Reiki.
2. Review the philosophy and the central ideas of Holy Fire® Reiki.
3. Briefly review the history of Usui Reiki focusing on how Usui Sensei's instruction specified that the most important activity for a Reiki practitioner is to continually seek to develop one's ability to channel ever higher frequencies of Reiki energy.
4. Explain Placements and how they replace the attunements for Reiki I and II and ART. Also, explain how to conduct them.
5. Explain the Upgrade Ignition and how it will upgrade one's Holy Fire® energy to Holy Fire® III.
6. Conduct the Upgrade Ignition.
7. Practice giving Holy Fire® III Reiki to each other with several students giving Reiki to one student and then switching, so each student receives a session. Session time could be between 15-20 minutes each or longer if time allows. Ask students to share among their group about their experiences after each person receives Reiki.
8. Go over the class outlines for Holy Fire® III Reiki classes.
9. Review how to present the Experiences and the Ignitions.
10. Have a question-and-answer session answering questions students may have about teaching Holy Fire® III classes or giving sessions or any other questions students may have about Reiki.
11. Close with prayers or affirmations, giving thanks for the gift of Holy Fire® Reiki and asking the Source of Reiki to guide and bless the students and their clients.