

Parents Toolshop



Group Facilitator Certification Forms

Submit at GF Training

THE PARENT'S TOOLSHOP®

GROUP FACILITATOR SKILL ASSESSMENT

Name: _____ Date of leader training (mo./yr.): _____

Directions: The following questions assess your skill in applying the tools of the Universal Blueprint *in parent groups*. Please offer specific statements you would use to respond to the following class situations. If you run out of room, you may use a separate sheet of paper — just remember to show the number of the question you are answering. *Hints:*

- Identify what type of problem it is and use the PASRR formula (you don't have to write these out, but they will guide you to highly effective answers.)
 - Note what session the situation occurs in. If the description states this, it is a clue to what skills the class would already know.
 - We are assessing what *group facilitation* skills you use to respond to group behaviors and how skillfully you use those skills — not how you would solve the parent's problem (if they are presenting one). We don't want to know how the *parent* should solve his/her problem. We want to know how you would *respond to the parent or group* if this type of situation occurred.
 - Be specific about exactly what you would say or do. For example, saying "I would acknowledge feelings" doesn't tell us *how* you would do that. What exactly would you say?
1. A father whose child is in foster care expresses his concern about how his 18-month child cries when it's time to leave visits with him. He wants to comfort the child, hold him and hug him, but the caseworker and foster parent say this just makes it harder for the child to separate. They want him to let the child leave crying and it's breaking his heart. After the class, he asks you to call the caseworker and tell her how traumatic this is for the child and to tell her to let him comfort his child. What type of problem is this? Why? What skills might you use to respond?
 2. During the cooperation session, a parent says, "This week my kids and I sat and wrote up a list of rules and chores together. Every day they check off what they did. At the end of the week, we add up their points and they get paid for what they did." What type of problem is this? Why? What skills might you use to respond?
 3. About one third of your class isn't reading the book before class. A couple have poor reading skills; the others just don't get around to it. They regularly ask questions that are answered in the book and usually offer inappropriate suggestions to problems posed to the group. What type of problem is this? Why? What skills might you use to respond?

4. During the *first* class session, a parent asks, "Do you think it is ever okay to spank? Like when a kid is running into the street." What type of problem is this? Why? What skills might you use to respond?
5. After you respond this way, the parent tries to argue the value of spanking. He insists, saying I know it works, because my kid stops acting up and knows better than to do that again. It teaches him a lesson he doesn't forget." What type of problem is this? Why? What skills might you use to respond?
6. There are several parents in your class whose children are not living with them. Some are involved in bitter divorces, some had their children removed because of abuse or neglect. All of them are angry with whomever they hold responsible for separating them from their children. Frequently, though unpredictably, when these bitter parents are sharing an idea or story, they manage to throw in a complaint about unjust separation or sabotage by the person they view as responsible for their separation. These comments usually spark reactions from the other bitter parents. You don't want to discourage these parents from sharing legitimate concerns or helpful stories/questions, but are concerned about the way the discussion gets off track. What type of problem is this? Why? What skills might you use to respond?
7. A mother attends the first class and doesn't return until the next to last class (Discipline Toolset). She is enthusiastically participating, answering all the questions you pose to the group. So what's the problem? You can tell she has not been reading while she was absent, because *all* of her answers are way off base. The other group members are getting confused and frustrated by her unhelpful answers. What type of problem is this? Why? What skills might you use to respond?
8. Pick one tool or toolset and develop an *interactive* exercise (game, role play, practice exercise) that would help parents learn or practice the skill(s). (If you made one up for your practice presentation, you *can* describe the directions for doing it here.)



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PARENT'S TOOLSHOP® LEADER AGREEMENT

Name: _____ Date: _____

This agreement pertains to *all* applicable Leader certifications you are pursuing. Please check all that apply to you:

- ☐ **Certified Parents Toolshop® ADVISOR (check off the *one* classification for which you qualify):**
 - ☐ **Level I: Certified Coach** (Anyone completing Advisor Certification Training qualifies for this level.)
 - ☐ **Level II: Licensed/Certified Family Professionals (CFLE, LSW)**
 - ☐ **Level III: Licensed Independent Practitioners.** (Therapist, MFT, PhD., Psychologist, LPCC, LISW, LCSW).
- ☐ **Certified Parents Toolshop® GROUP FACILITATOR** ☐ Independent ☐ Agency staff
- ☐ **Certified Parents Toolshop® EXPERT: (State your area of expertise):** _____

I understand and/or agree to follow the following Leader Code of Ethics: (checkmark each item)

All Leaders:

- ☐ I have read the Introduction and sections of the *Parents Toolshop® Standards & Practices Manual* relevant to the leader levels checked above. I agree to be a professional and ethical Parent's Toolshop® Leader who abides by the Code of Ethics outlined by my professional/credentialing board, NASW or State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board (www.cswmft.ohio.gov), AND the current edition of the "*Standards and Practices Manual*."
- ☐ Despite my personal beliefs, I will accurately present information from *The Parent's Toolshop®* and will endorse, model, and use the Universal Blueprint®'s skills, principles and guidelines with the utmost integrity.
- ☐ I agree to honor all intellectual property and copyright laws pertaining to Parents Toolshop® materials in any form (print, audio, video, etc.). This includes agreeing not to reproduce (photocopy or otherwise) the book or entire chapters. I understand I can make copies of the summary pages and worksheets to give parents in 1:1 sessions (Advisors) and in one-time topic presentations (GFs). I understand I cannot use these pages or copies as a replacement for *The Parent's Toolshop®* book or to avoid recommending or suggesting parents read, borrow, or buy the book or other resources that *do* provide the information they need. I will request permission from the copyright owner (Jody Johnston Pawel, LSW, CFLE) for any uses that would require copying, duplication, or distribution of any copyrighted Parents Toolshop® resources beyond what I am given written permission to do. (See GFs below.)
- ☐ I agree to abide by any agreements I make, such as payment or reporting deadlines, and submission of all affiliate/referral or service fee splits, as outlined in the Parent's Toolshop® non-disclosure agreement and *Standards & Practices Manual*.
- ☐ I agree to be an ethical, responsible, professional representative of Parent's Toolshop®. I understand my certification can be terminated or revoked if I violate this agreement or violate Leader standards, Parent's Toolshop® core principles, or ethical professional practices.
- ☐ I will complete all selected training programs within 2 years of the date of my first payment, in whatever order is agreed upon with PTC. If I decide to discontinue my Leader training, I will contact the PTC Leader Coordinator and explain my reasons. I understand that anyone who drops out of this training and avoids contact with PTC or fails to inform PTC of such a decision in a timely, open, honest, responsible and professional manner will jeopardize any future opportunity to become a certified Leader.

Advisors: (includes all GFs and Experts)

- I agree to be of service to the clients I serve to my utmost ability, while respecting the boundaries of my role as a “Parents Toolshop® Advisor.” When working with clients 1:1, *I will* support them by using and applying the Universal Blueprint® system and its tools in ways that meet their individual family’s needs. *I will not teach* content from Parents Toolshop® programs and will only clarify information from programs the client is attending or has completed.
- When it would violate the boundaries of my Advisor role to *teach* information the client cannot access, I will refer parents to the Parent’s Toolshop® resources they can access that will best meet their needs. If there are none available, I will reference or recommend resources that are consistent with Parent’s Toolshop® skills and philosophies.

Group Facilitators: (includes all Experts)

- I agree to use Parent’s Toolshop® resources as my primary parent education curriculum. I understand that I can reference other curricula that are consistent with the philosophy/teachings *in* Parents Toolshop® classes or can teach *separate* classes using other curricula.
- I will teach the Universal Blueprint® chapters/sessions/Toolsets *in order*, according to the Group Facilitator curriculum outline, even when custom-designing topic programs.
- I will only give Parents Toolshop® certificates to parents who *actively participate* in at least 75% of the total scheduled hours of a full-length “Parents Toolshop” class in which they read or directly refer to the book as part of their learning.
- I can teach or leverage any existing Parents Toolshop® programs, products or services through my own practice, but must use them as-is. I cannot modify or create new Parents Toolshop® curricula/programs without Expert certification. I will pay any usage fees and meet any pre-requisites or qualifications to teach/use co-branded resources/curricula. (i.e., such as qualifying to be on the Parents Toolshop® Speaker Bureau first.)
- GF Addendum to the “All Leader” copyright clause above: I understand I have permission to copy, reproduce or distribute the following copyrighted materials *after* receiving final GF certification

- <20 copies of the last page of the book (detailed house diagram)
- < 20 copies of pages that indicate the author’s permission to reproduce.

I DO NOT have permission to reproduce any of the following and will request permission for these or any other uses not specifically listed elsewhere:

- Any enlargements or changes to any page.
 - Quantities of *all* the summary sheets or more than 3 summary sheets at one time.
 - More than 1 copy of an entire chapter or section of the book.
- If translations of the book or other Parents Toolshop® materials is needed to train the parents I serve, I understand that, as a Group Facilitator, the following restrictions will apply:
 - The translation must be a direct word-for-word translation, using a free tool such as Google Translator. If any edits are required, to make it grammatically correct for language-specific idioms, I can get permission to make these edits, but they cannot change the meaning of the content and cannot include any additions or changes to the content or stories for the purpose of making it culturally-specific. Furthermore, I will do these edits on my own time for no compensation or service trade.
 - PTC/Jody Johnston Pawel will solely own the copyright to the translated book.
 - The book will only be provided in the form of a digital, secured e-book produced by Parents Toolshop®
 - The translated ebook and other translated Parents Toolshop® resources will only be sold through the Parents Toolshop website.
 - I can buy a supply of printed English books or translated e-books at a bulk discount and resell directly to my clients for the retail price and keep the profit.
 - I will receive the standard GF commission on resource sales if the person ordering uses my affiliate link.

Experts Only:

- ☐ I have expertise in a particular country/culture/language and/or target market niche. If any professional credentials or continuing education is required to maintain my licenses, certificates, or professional expertise, I agree to do what is necessary to maintain them, on my own time and at my own expense.
- ☐ I can co-author a co-branded niche- or culturally-specific book or make niche- or culturally-specific changes to The Parent's Toolshop® book, resources, programs or services *in collaboration and co-creation* with Jody Johnston Pawel, LSW, CFLE or other Leader/Team member authorized in writing by her to do so.
- ☐ I can co-create co-branded on-line and live programs and curricula specific to my country/niche market and offer those through the co-branded website. I can certify or license those programs to other PT leaders who meet the required certification requirements. I can also have language- or niche-specific Gold and Grad support calls and discussion forums through either the PT website or the co-branded website.
- ☐ I can sell my co-branded resources through the PTC website, co-branded website and my private website, with all payments for PT and co-branded resources/services coming through the PTC shopping cart.
- ☐ I can sell my own privately-developed resources (not PT related) through my own site, with Parent's Toolshop® being an affiliate, so PTC can earn commissions if they send people to me.
- ☐ I will get a split on the *net* profits (retail price minus production costs and affiliate fees) of any co-branded books, materials, services, programs, etc. I help create or of the speaking fee split PTC receives from GFs who use the co-branded program. I will also get the highest level of Leader commissions on all other PT resources/services.
- ☐ All traffic, sales, referrals coming from my country/niche will be sent to me, through the co-branded "(Country/Niche) Parents Toolshop®" site, even if someone doesn't use my affiliate link.
- ☐ I will own the copyright of any materials I create independently that do *not* incorporate Toolshop®- specific teachings, use the Toolshop® trademark name, or include the Universal Blueprint® trademarked system. All co-authored/co-created/co-branded programs, resources, etc. will be co-owned by PTC/Jody and the co-author in the country/niche it is distributed. The fee for foreign copyrights will be paid by the country Expert and US Copyright fees paid by PTC. Copyright of solely-authored PT resources belongs exclusively to PTC/Jody. If PTC *pays me* or arranges a service trade for me to create a resource/program, *PTC/Jody* will own the sole copyright as it is a "work for hire."
- ☐ I will have a WordPress blog and do whatever tasks are required by Experts in setting up, building and maintaining the blog, per the Expert training. I understand that I may choose to have some tasks outsourced, by my choice and expense. I agree to pay for any fees the Expert training does not include and that are mandatory for Experts. I have been apprised of these charges before signing this agreement, but understand that over time there may be new charges or requirements not known to PTC or me at this time. I understand I will be fully informed of such new charges by PTC and will have the opportunity to discontinue my Expert status or request negotiation or sharing of the fees. Ultimately, however, if there is no reasonable alternative, I will accept responsibility for any related fees.
- ☐ I agree to complete any required training for Experts. This will include, but be not limited to Gina Gaudio-Graves' Directions University training programs. I understand these training requirements could change in the future as new resources and opportunities are identified. I agree to *implement* what I learn in these training programs to best guarantee success of my co-branded business with PTC. This includes attending or completing the "Blogging Systems Training" and following Gina's "Magic Formula" and "Six-Step Process" for my blog articles. I agree to follow the "first 120-day" plan outlined in these training programs, including the actions necessary to co-create the culture-/niche-specific co-branded Universal Blueprint® Action Guide (e-book, audio, video, transcript)

I hereby affirm that all the above information is true and accurate to the best of my knowledge and that I enter into this agreement voluntarily indicated with the signature below.

(Signature – Electronic acceptable)

(Date)

GROUP FACILITATOR DIRECTORY LISTING

Name: _____

Address: _____

City, State, Zip code: _____

Phone: (specify day/evening) _____

Fax: _____ E-mail: _____

Check which means of communication we can list for people to contact you. (All e-mails will be hidden/cloaked as hyperlinks to the word "e-mail")

☐ Phone ☐ Email

What are your credentials/degrees? _____

What areas of special interest, skill or knowledge to you have? _____

Do you have any special skills or knowledge that would be helpful to other Group Facilitators?

Please write a 50-word bio to use in your publicity materials. Include any appropriate initials in your name/title. _____

Thank you for taking the time to answer these questions. You will receive the next edition of the Group Facilitator Directory.

Parents Toolshop® Standards & Practices Committee