



UNIVERSITY OUTREACH PROGRAM

LEVEL 1 CLINICAL TRAINING

Gottman Method Couples Therapy

PROCTOR GUIDE

Thank you for agreeing to proctor the Gottman Method Couples Therapy Level 1 Training as a part of The Gottman Institute's (TGI) University Outreach Program (UOP). The Gottman Institute uses the term "proctor" to refer to any adult authorized by your university to be present during, and be accountable for, a Gottman Method Couples Therapy Level 1 video-based training. A proctor will be asked to read the training administration script, help distribute training materials, oversee the timing of the training videos and breaks, and collect participant signatures.

The University Outreach Program is designed for graduate students pursuing clinical degrees, but is open to faculty and other professionals affiliated with your university. The Gottman Method Couples Therapy evidence-based approach to clinical intervention is internationally recognized as the standard of couple therapy. The workshop films present Drs. John and Julie Gottman in a 10 ¾ -hour, state-of-the-art training for counseling professionals. This is the same training the Gottman's currently teach to clinicians around the world which includes:

- Demonstrations of the Gottman's working with real clients, using Gottman Method Therapy
- Thorough explanation of Dr. John Gottman's landmark research with couples
- One 300-page clinical training manual featuring 25 relationship assessment questionnaires and interventions designed to help couples work through the Sound Relational House.
- The Gottman Level 1 Certificate of Completion

WORKSHOP COMPONENTS:

Workshop Manual:

Each participant in the training will be given a 300-page clinical training manual written by Drs. John and Julie Gottman. The manual includes the latest research in Gottman Method Couples Therapy plus 25 new Relationship Assessment Questionnaires and eight key Gottman Method Interventions. Clinicians will be able to use and apply the Assessments, Interventions, and clinical tools immediately with their couples. TGI will collaborate with the university to coordinate printing and delivery of training manuals.

Training Films:

TGI will provide the university with an exclusive online membership the access and view complete set of training films: *Gottman Method Couples Therapy Level 1 Training: Bridging the Couple Chasm* (\$200 value). Unless otherwise arranged, the participating university will be granted a one-month membership with login credentials, which will be activated approximately one week prior to the start date of the training and remain active through the training. For universities who wish to schedule the training over the course of multiple weekends or over the course of the academic quarter or semester, the online subscription can be tailored to the specific needs of the university program. If the university would like to schedule future proctored

trainings and wishes to re-access the online training films, reactivation of membership and coordination of additional trainings will be handled by the Program Coordinator at uop@gottman.com.

Level 1 Certificate of Completion:

The proctor will receive participant sign-in sheets from The Gottman Institute prior to the first day of training. Participants must sign in with their proctor at the beginning of both days of training and after lunch breaks. Completed signature sheets must be submitted (fax to (206) 523-7306 or scan and email to uop@gottman.com) to TGI within 2 days of the completion of the training. Participants who do not sign in all four times will not be given certificates of completion. Certificates of completion from The Gottman Institute will be sent out to each participant within the next 5 business days.

Continuing Education Information:

There is a total of 10.75 hours of Continuing Education (CE) credit available for the Level 1 Training. Participants seeking CE credit must complete and send in their Level 1 Assessment of Knowledge along with the processing form (both found in the “Continuing Education Information” tab in the manual) to our certification agency, PESI, within 2 days of the completion of the training. Participants should expect to receive their certificates from PESI within 2-3 weeks from the date PESI receives their assessment. Please have participants seeking CE credits send in their own completed Assessments of Knowledge plus their processing fee (\$29.99 per participant in the form of a check or CC information) to the following address:

PESI Inc.
Attn: Dawn Messing, CE Department
PO Box 1000
Eau Claire, WI 54702

Participants may also fax the completed document(s) along with payment (credit card payments only) to PESI at (800) 554-9775 with “Attention: CE Dept”. Please direct all questions regarding Continuing Education credits or processing to PESI customer service at (800) 844-8260.

Proctor Satisfaction Assessment (for the university):

The proctor will be sent an online survey during the week following the training. Please take some time to answer this short questionnaire so The Gottman Institute can expand and refine the University Outreach Program for the future.

Workshop Set-Up: Audio Video Equipment Needed:

- Designated computer/device with access to internet connection
 - *Optional:* A computer/device with video capability (for Skype Q&A session with Certified Gottman Therapist (CGT)).
- A video projector and large screen (and all necessary hook-ups)
- Seating and tables for participants

The proctor should check with the university contact to make sure that these items have been reserved and that set-up has been coordinated and will be ready on the day(s) of the training.

Because the proctor will be responsible for playing/pausing the films, he/she should be comfortable logging into the Gottman training film website, loading and playing the videos and feel comfortable operating the AV system.

PROCTOR DUTIES:

As a proctor, you are responsible for the following:

- **Before the training:**
 - Read and familiarize yourself ahead of time with the Proctor Guide, understand the flow and timing of the training videos and overall workshop schedule
 - Prepare the training venue (coordinate set-up with the university)
 - Set up training equipment (computer with internet access and login information, projector, sound, screen, etc.)
 - **Note:** It is recommended to arrive early on each program day and buffer the first video for about 10-15 minutes to ensure smooth playback during the training
 - Proctors who administer trainings to participants with disabilities should also become familiar with participants' specific accommodations
 - Be familiar with the registration list and sign-in procedures
 - Coordinate with the university to establish procedure for how to handle workshop no-shows, cancellations, and walk-ins
 - Work with The Gottman Institute to coordinate Q&A session with a Certified Gottman Therapist (CGT) for the final day of training

- **What Proctors Need to Bring to the Training:**
 - Level 1 Training video URL and login information
 - Training manuals: TGI will coordinate with the university to schedule the printing and delivery of training manuals. Proctor will coordinate with the TGI Program Coordinator to ensure on-time delivery of the manuals to the workshop venue
 - Note: training manuals can not be sent to PO Boxes
 - **Boxes containing manuals may be heavy. Be sure to confirm that the university has accounted for manual delivery and transportation.**
 - Sign-in sheets for participant signatures
 - The official Proctoring Guide and Transcript (this document)
 - Signage: Directional signs to the testing room door and “Training in Progress”

- **During the training:**
 - Welcome participants: Oversee registration and sign-in on the mornings/afternoons of each training day. Admit and seat participants.
 - Provide each participant with their Level 1 manual
 - Supervise the training room and oversee the training. Keep the room attended at all times
 - Monitor the workshop video schedule and breaks
 - If participants still have content-related questions following the sessions of Q&A in the videos and the group discussion sections, please ask them to direct their

questions to The Gottman Institute at training@gottman.com. We ask that proctors refrain from answering clinical questions

- **After the training:**
 - Make sure all participants have filled out the sign-in sheets on each day of the training
 - Dismiss participants
 - Assure that the AV equipment is appropriately taken care of
 - Leave the room in the condition agreed upon with the university
 - Scan and email or fax the completed signature sheets to The Gottman Institute
 - Take the proctor satisfaction assessment online

SUGGESTED SCHEDULE & PROCTORING SCRIPT:

*Below, you will find the suggested schedule for your two-day, Level 1 proctored workshop. You may make modifications to the schedule as you see fit for your participants, **but all videos must be watched in their entirety.***

*Please read the following text **OUT LOUD**:*

“Hello, my name is _____ and I am the proctor for this workshop. I am a university-appointed proctor who will be guiding you through the training videos and am not a Certified Gottman Therapist. If you have content-related questions during the course of the training, unfortunately I cannot answer them. Please keep track of your questions for our Question & Answer session with a Certified Gottman Therapist on the final day of the training. You may also email any questions that remain unanswered to The Gottman Institute following the training at training@gottman.com.

Please be sure to have signed in on the sign in sheets this morning. You will do this again after lunch and again tomorrow.

DAY ONE

8:45 – 9:00 AM: Sign-in and Instructions

- *Select and buffer Part 1 at this time*

9:00 – 11:00 AM: Play Part 1 – Welcome & Intro (2:00 given, 1:56 video time)

Covers Chapter 1: **Intro and Chapter I: Research and Theory**

11:00 – 11:15 AM: Break (15min)

- *Select and buffer Part 2 at this time*

11:15 AM – 12:00 PM: Play Part 2 – Assessment (:45 given, :33 video time)

Covers Chapter 2: **Assessment – Overview**

12:00 – 1:00 PM: Lunch

- *When returning, please remind each participant to sign back in under the afternoon column provided*
- *Select and buffer Part 3 at this time*

1:00 – 2:15 PM: Play Part 3 – Assessment, cont. (1:15 given, 1:15 video time)

Covers Chapter 3: Assessment Session 1

Chapter 4: Assessment – Questionnaires

2:15 – 2:30 PM: Recommended Small Group Discussion (:15)

- *Please ask people to break up into groups of 4-5 people to further discuss and concepts/questions that arose from the videos. Encourage to participants to write down difficult questions to ask the Gottman Institute (or a Certified Gottman Therapist if a Q&A call is scheduled for the last training day)*
- *Sample Questions:*
 - *How does the Gottman Method Couples Therapy align with your previous understanding of how to work with couples? What ideas do you resonate with? Any you disagree with?*
 - *Of the information learned this morning and afternoon about functional/dysfunctional couples, what was most surprising? What was new? What have you already seen in your work with couples?*
 - *Gottman Method Couples Therapy utilizes a multitude of different written/online assessments. What are the benefits of using written/online assessments? What has been your experience working with couples using assessments?*

2:30 – 2:40PM: Break (:10)

- *Select and buffer Video 4 at this time*

2:40 – 4:30 PM: Play Part 4 – Assessment, cont. (1:50 given, 1:46 video time)

Covers Chapter 5: Assessment – Individual Sessions

Chapter 5.2: Assessment – Feedback Sessions

Chapter 5.2.1: Audience Discussion

At this time, you can release attendees for the day. They may take their manuals home with them.

DAY TWO

On the morning of day two, follow the same administration protocol as the first day. When all participants have signed-in and have taken their seats, read the following:

“Welcome back to Day Two of Gottman Couples Therapy Level 1 Training! Please remember you must sign-in with me and stay for the entirety of this training to receive your certificate of completion. Let’s get started.”

8:45 – 9:00 AM: Sign-in

- *Select and buffer Video 5 at this time*

9:00 – 10:45 AM: Play Part 5 - Intervention (1:45 given, 1:45 video time)

Covers Chapter 6.1- 6.3: Assumptions, Overview & Goals

- Chapters 6.4: Conflict Goal #1
- Chapter 6.4.2: Conflict Goal #2

10:45 – 11:00 AM: Break (:15)

- *Select and buffer Video 6 at this time*

11:00 – 12:05 PM: Play Part 6 – Intervention, cont. (1:05 given, 1:05 video time)

Covers 6.4.3 – Conflict Goal #3

- 6.4.4 – Conflict Goal #4
- 6.4.5 – Conflict Goal #5

12:05 – 1:05 PM: Lunch (1:00)

- *When returning, please remind each participant to sign back in under the afternoon column provided*
- *Select and buffer Part 7 at this time*

1:05 – 2:45: Play Part 7 - Intervention, cont. (1:40 given, 1:36 video time)

Covers 6.5.1 – Friendship Goal #1

- 6.5.2 – Friendship Goal #2
- 6.6.1 – Shared Meaning Goal #1
- 6.6.2 – Shared Meaning Goal #2
- 6.7 – 6.8 – Process & Summary

2:45 – 3:00 PM: Recommended Small Group Discussion (:15)

- *Please ask people to break up into groups of 4-5 people to further discuss and concepts/questions that arose from the videos. Encourage participants to write down difficult questions to ask the Gottman Institute (or for a Certified Gottman Therapist if a Q&A call is scheduled for the last training day)*
- *Sample Questions:*
 - *Discuss the twelve assumptions of The Gottman Method Couples Therapy. Which ones were new to your understanding of couples? Which do you agree with most? What are your assumptions of working with couples that may be different from The Gottman Method Couples Therapy?*
 - *There are three meta goals of The Gottman Method Couples Therapy. What are they? Why are they important? What are the components within the three goals?*

3:00 – 3:15 PM: Break (:15)

- *Select and buffer Part 8 at this time*

3:15 – 4:15 PM: Play Part 8 – Additional Training (1:00 given, :52 video time)

Covers Chapter 7: Additional Training & Audience Discussion

4:15 – 5:00 PM: Skype Call with Certified Gottman Therapist (If previously arranged)

Please read the following at the conclusion of the training:

“Please make sure you have signed your name on the sign-in sheet provided during both the morning and afternoon of each day. If you have missed one of the slots provided but were present, please come sign the sheet at this time.

Along with your Certificate of Completion, each participant will also be sent a link to complete a short satisfaction survey. This feedback is greatly appreciated and helps TGI continue to develop and improve the University Outreach Program.

Congratulations to all of you! Thank you for taking the time and effort to enrich your studies and become better therapists and helping professionals.”

Reminder: Please send in the completed sign-in sheets to The Gottman Institute. Please fax to (206) 523-7306 or scan and email to uop@gottman.com.

Thank you for your participation in this Gottman University
Outreach Program training!