



UNIVERSITY OUTREACH PROGRAM

LEVEL 1 CLINICAL TRAINING

Gottman Method Couples Therapy

Proctor Guide

WORKSHOP OVERVIEW:

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 video-based training. A proctor will be asked to read the training script, distribute materials, oversee the timing of the training videos and breaks, and track participant attendance.

The University Outreach Program is designed for graduate students pursuing clinical degrees, but is also open to faculty, recent alumni, and other professionals affiliated with your university. The Gottman's evidence-based approach to clinical intervention is internationally recognized as the standard of couples therapy. The workshop films present Drs. John and Julie Gottman presenting a state-of-the-art training for counseling professionals. This is the same training the Gottmans teach to clinicians around the world.

During this training, participants will learn how to:

- Summarize the research that allows us to predict future relationship stability.
- Describe the seven levels of the Sound Relationship House Theory.
- Conduct a couple's therapy assessment using elements of the couple's narrative, the Oral History Interview, written questionnaires, observations of conflict and individual interviews.
- Describe two interventions to help strengthen a couple's conflict management.
- Describe two interventions to enhance a couple's friendship system.
- Describe two interventions to explore a couple's system of shared meaning.
- Explain why physiological self-soothing is essential for a healthy relationship.
- Create a therapeutic contract with a couple, discuss and decide on goals and include a summary of the couples strengths and areas that need improvement.
- Describe the Philosophy of Therapy and including assumptions, overview of techniques and goals of therapy.
- Describe the Rapoport Intervention and when to use it.
- Describe the process of therapy, including the structure of a session.

This training will include:

- 11 Hours of video of Drs. John and Julie Gottman:
 - Demonstrating interventions via recordings of working with real clients
 - Lecturing on Dr. John Gottman's landmark research with couples & the Gottman Method of Couples Therapy derived from it
- One 300-page clinical training manual
- Optional Q&A session with a Certified Gottman Therapist
- A Level 1 Certificate of Completion issued by The Gottman Institute

WORKSHOP COMPONENTS:

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*. The participating university will be granted a membership with login credentials, which will be activated approximately 10 days prior to the starting date of 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.

Training Manuals:

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 8 key Gottman Method Interventions. The proctor will coordinate with the TGI Program Coordinator to order and ensure on-time delivery of the manuals to the workshop venue. Note: training manuals cannot be sent to PO Boxes.

Attendance:

The Proctor is responsible for keeping track of attendance. Participants must complete the entirety of the training to receive a Certificate of Completion from TGI.

Certificates of Completion:

Completed participant lists/rosters must be submitted to TGI after the training. Please only include students that were able to complete the training in its entirety. Certificates of completion will then be sent out to each participant within the next 5 business days via email. Please send your final list to TGI at uop@gottman.com. A template for this list will be provided.

(Optional) Live Q&A Session

There is an optional opportunity to have your students' questions answered by an experienced Certified Gottman Therapist (CGT) via a live video call. Preferred times are chosen in the Letter of Agreement. The Program Coordinator will reach out and connect you with someone who is available during your preferred time. Please reach out to UOP@Gottman.com with any scheduling considerations that come up.

(Optional) 2 Recommended Small Group Discussions

There are 2 opportunities for 15-minute, small group discussions. During these moments (indicated in the example schedule at the end of this guide), you may ask people to break up into groups of 4-5 people to further discuss and concepts/questions that arose from the videos. If doing a Q&A, encourage participants to write down difficult questions to ask the Certified Gottman Therapist during the call.

Student Satisfaction Survey:

Included with their Certificate of Completion email, each participant will receive a link to complete a short survey. This feedback is greatly appreciated and helps TGI continue to develop and improve the University Outreach Program.

Proctor Satisfaction Survey:

The proctor will be sent an online survey following the training. Please take some time to answer this short survey so TGI can improve the University Outreach Program in the future.

Workshop & Audio/Video Requirements:

- Designated computer/device with access to internet connection
 - In order to log in and stream the videos
- A large enough screen to be comfortably seen by all participants
 - (including HDMI, a projector, or whatever is needed for your A/V setup)
- Seating and tables for participants
 - comfortable seats make a big difference to long days sitting and watching videos; tables are helpful to take notes and follow along in the manual

The proctor should coordinate with their university 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 A/V system. Please log-in to the videos in advance to make sure you are comfortable with the process.

(Optional) Continuing Education:

There is a total of 12 Continuing Education (CE) hours available for this training (may be slightly more or less depending on location or governing CE board, see here for complete information: <https://www.pesi.com/store/detail?ResourceCode=RNT042780>). Participants seeking CE credit must complete and send in the Assessment of Knowledge (scoring 80%+), processing form, and fee (**\$29.99 per person**) to our certification agency, PESI, within 6 months of the completion of the training. Forms and more information can be found in the “Continuing Education Information” tab in the manual. Students should expect to receive their CE certificates via email within 2-3 weeks from the date PESI receives their assessment. Participants may answer the questions as they go through the training.

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

Participants may also fax the information 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 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 A/V 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
 - *(if applicable)* Work with the CGT we connect you with for your Q&A to decide on a tool to meet with (e.g. Skype)
 - Proctors who administer trainings to participants with disabilities should also become familiar with participants' specific accommodations
 - Be prepared with a system for tracking attendance (e.g. a sign-in sheet)
 - Coordinate with the university to establish procedure for how to handle workshop no-shows, cancellations, and walk-ins

- **What Proctors Need to Bring to the Training:**
 - Video URL and login information
 - Training manuals (unless students have picked them up from the college bookstore, etc)
 - Sign-in sheets for participant signatures (or other method of tracking attendance)
 - A copy of the Proctoring Guide (this document)
 - Signage: Directional signs to the training room door and “Training in Progress”

- **During the training:**
 - Welcome participants: Oversee registration and sign-in/etc. Admit and seat participants.
 - *(if applicable)* Distribute manuals to students on first day
 - Supervise the training at all times to ensure complete attendance
 - Monitor the workshop video schedule and breaks
 - If participants have any content-related questions that are not answered by the Q&A sessions, please ask them to direct their questions to the Gottman Institute at training@gottman.com. We ask that proctors refrain from answering Gottman Method clinical questions.

- **After the training:**
 - Dismiss participants
 - Leave the room in the condition agreed upon with the university
 - Send the list of completed participants to TGI (everyone who attended 100% of the training)
 - Take the proctor feedback survey via email (we appreciate your feedback!)

PROCTORING SCRIPTS:

Pre-Training Script

*Please read the following red text **OUT LOUD** at the beginning of your training:*

“Hello, my name is _____ and I am the proctor for this workshop. I would like to welcome you to the Gottman Institute’s Level 1: Bridging the Couple Chasm. Based on over 40 years of research by Dr. John Gottman, this workshop will offer you a research-based roadmap to help couples manage conflict, build friendship, and support each other’s dreams.

In order to receive a Certificate of Completion for this training, participants must attend ALL parts of the training. Certificates of Completion will be sent to each student from the Gottman Institute via email at the end of the training.

(if applicable) **As part of this training, we will be hosting a live Question-and-Answer sessions with a Certified Gottman Therapist** over Skype or a similar platform. If you have questions as we go through this training, I encourage you to write them down so you can bring them up during this Q&A session.

If you are seeking CE credits for this training, you are welcome to pull out the Assessment pages from the "Continuing Education" tab and answer the questions as you go through the training.

(if applicable, add anything else you need to communicate before you begin, such as a reminder to sign in)

Now that I have covered the major points of this training, let’s begin.”

Post-Training Script

Please read the following at the conclusion of the training:

“Thank you for participating in this Gottman Method Therapy training. The Gottman Institute hopes you found this experience rewarding!

If you are interested in learning more, there is also a more in-depth Level 2 training and a Level 3 Practicum training. There are also several other trainings that take an extremely deep look into specific co-morbidities, such as a training exclusively on affairs and other traumas, and another for addiction recovery in a couples context.

As a reminder, anyone who would like CE hours for this training must complete and

send in their assessment, processing form, and fee to the CE certification agency, PESI, within 6 months. More Information can be found in the "Continuing Education" tab of your manual.

Along with your Certificate of Completion, each participant will also be emailed a link to complete a short satisfaction survey. This feedback is greatly appreciated and helps The Gottman Institute continue to develop and improve the University Outreach Program. Please make sure we have an up-to-date email address so they can get your Certificates of Completion to you.

(if applicable, mention anything else you need to communicate to students, such as a reminder to sign-in if they forgot to do so after lunch).

Lastly, but most importantly, Congratulations to all of you! Thank you for taking the time and effort to enrich your studies in couples therapy.”

Reminder: Please send in your final participant list The Gottman Institute. Please email to uop@gottman.com.

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

EXAMPLE SCHEDULE:

This training does not need to be done in 2 consecutive, full days. The training may be broken up over weeks, or even over the course of an entire quarter or semester. You may make modifications to the schedule, *but all videos must be watched in their entirety.*

DAY ONE

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

- *Select and buffer Part 1 during this time*
- *Read proctor script*

9:00 – 11:00 AM: Play Part 1 – Welcome & Intro (1 hr 56 min video)

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

11:00 – 11:15 AM: Break (15 min)

- *Select and buffer Part 2 during this time*

11:15 AM – 12:00 PM: Play Part 2 – Assessment (33 min video)

Covers Chapter 2: **Assessment – Overview**

12:00 – 1:00 PM: Lunch (1 hr)

- *(if applicable) When returning, please remind each participant to sign back in after lunch*
- *Select and buffer Part 3 during this time*

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

Covers Chapter 3: Assessment Session 1
Chapter 4: Assessment – Questionnaires

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

- *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 min)

- *Select and buffer Video 4 at this time*

2:40 – 4:30 PM: Play Part 4 – Assessment, cont. (1 hr 46 min video)

Covers Chapter 5: Assessment – Individual Sessions
Chapter 5.2: Assessment – Feedback Sessions
Chapter 5.2.1: Audience Discussion

----- END OF DAY 1 -----

DAY TWO

8:45 – 9:00 AM: Arrive and Sign-in

- *Select and buffer Video 5 at this time*

9:00 – 10:45 AM: Play Part 5 - Intervention (1 hr 45 min video)

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 min)

- *Select and buffer Video 6 at this time*

11:00 – 12:05 PM: Play Part 6 – Intervention, cont. (1 hr 5 min video)

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 hr)

- *(if applicable) When returning, please remind each participant to sign back in after lunch*
- *Select and buffer Part 7 at this time*

1:05 – 2:45: Play Part 7 - Intervention, cont. (1 hr 36 min video)

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 min)

- *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 min)

- *Select and buffer Part 8 at this time*

3:15 – 4:15 PM: Play Part 8 – Additional Training (52 min video)

Covers Chapter 7: Additional Training & Audience Discussion

4:15 – 5:00 PM: Q&A with Certified Gottman Therapist (If applicable)

5:00 PM Conclusion

- *Read Proctor Script*

----- END OF DAY 2 -----

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