



UNIVERSITY OUTREACH PROGRAM

Level 2 Clinical Training

Gottman Method Couples Therapy

Proctor Guide

WORKSHOP OVERVIEW:

Thank you for agreeing to proctor the Gottman Couples Therapy Level 2 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 Couples Therapy video-based training. A proctor will be asked to read the training script, distribute materials, oversee the timing of the training videos, breaks, and breakout role play exercises, and track participant attendance.

The University Outreach Program is designed for graduate students pursuing clinical degrees, but is also open to faculty and recent alumni of 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:

- Assess a couple's "Friendship Profile," "Conflict Profile," and "Shared Meanings Profile"
- Develop interventions that couples can use as antidotes to the "Four Horsemen"
- Help couples to soothe physiological flooding
- Apply six modes of changing the "Attack/Defend System" in a couple's interactions
- Assist couples in establishing dialogue about their "gridlocked" conflicts
- Select and implement interventions to help couples deepen their "Friendship System" with rituals of connection
- Select and implement interventions to help couples create a shared system of values and meaning
- Identify five different co-morbidities common to couples using Gottman Assessments and Interventions

The Gottman Level 2 University Outreach Program totals a cumulative of 4 days of training, including video lecture, small group role plays, Q&A sessions with a Certified Gottman Therapist and breaks.

- 19 hours of video lecture from Drs. John & Julie Gottman
- One 500-page clinical training manual
- 5 hours of integrated group role-plays to practice interventions
- 2 hours of live Q&A sessions with an experienced Certified Gottman Therapist
- A Level 2 Certificate of Completion from 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: *Level 2: Assessment, Intervention & Co-Morbidities*.

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 500+ page clinical training manual written by Drs. John and Julie Gottman. 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.

Small-Group Role Plays:

Over the course of the training, participants will break out into small groups to practice several of the key Gottman Interventions. These role plays are crucial to the experiential nature of the Level 2 training and will enhance the learning and application of the training. This will help students practice and immediately apply the interventions they are learning about. The proctor will facilitate the formation of these groups and the initiation of the role play exercises.

Instructions: For each roleplay, break into small groups of 3-4 people. Two people will play the couple, and one will play the therapist (another may be an observer). In each additional roleplay, rotate roles so that everyone gets a chance to practice the role of therapist.

Live Q&A Sessions

There are two opportunities 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 times. Please reach out to UOP@Gottman.com with any scheduling considerations that come up.

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) Continuing Education:

There is a total of 19 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=RNT043285>). Participants seeking CE credit must complete and send in the Assessment of Knowledge (scoring 80%+), processing form, and fee (**\$39.99 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.

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
- Space for small-group breakouts and role-play sessions

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.

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
 - 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, breaks and breakout role plays
 - **Please be sure to note the times you will be pausing the videos for role plays as outlined in the schedule below**
 - We ask that proctors refrain from answering content-related questions.

- **After the training:**
 - Dismiss participants
 - Assure that the A/V equipment is appropriately taken care of
 - 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 we send 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. Begin by welcoming participants with the following:*

“Hello, my name is _____ and I am the proctor for this workshop. I would like to welcome you to the Gottman Institute’s Level 2: Assessment, Intervention & Co-Morbidities. Based on over 40 years of research by Dr. John Gottman, this workshop will offer you a research-based roadmap to help your 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.

As part of this training, we will be hosting 2 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 these Q&A sessions.

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, mention anything else you need to communicate to students, 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 Level 3 Practicum training, offered in-person all over the country by experienced trainers. There are also several other trainings that take an extremely deep look into specific co-morbidities, such as Treating Affairs and Trauma, and Couples and Addiction Recovery.

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 TGI continue to develop and improve the University Outreach Program. Please make sure we have an up-to-date email address so The Gottman Institute 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 SCHEUDLE

This training does not need to be done in 4 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, and roleplays and Q&A sessions must be included.***

Day 1: 8 hours

8:30 am – 8:45 pm Arrive and Instructions/Sign-in

(Proctor prepare/buffer Video 1)

Read Proctor Script

Video 1 – 1 hr 46 min

8:45 am – 10:30 am **PLAY** (1 hr 46 min clip)

10:30 am – 10:45 am **BREAK** (15 min)

(Proctor prepare/buffer Video 2)

Video 2 – 1 hr 26 min

10:45 am – 11:25 am **PLAY** (38 min 17 sec clip)

11:25 am – 11:55 am **PAUSE** at **16:52** before the Q&A for the *Oral History Interview*

ROLEPLAY (30 min exercise), see instructions below; see page 6-9 in the manual (chapter 6, page 9)

Roleplay Instructions: For each roleplay, break into small groups of 3-4 people to practice doing an Oral History Interview. Two people will play the couple, and one will play the therapist (another may be an observer). In future roleplay exercises, rotate roles so that everyone gets a chance to practice the role of therapist.

11:55 am – 1:00 pm **LUNCH** (1 hr 5 min)

(Proctor remember to get participants to sign back in after lunch)

1:00 pm – 1:50 pm **PLAY** (48 min clip)

1:50 pm – 2:05 pm **BREAK** (15 min)

(Proctor prepare/buffer Video 3)

Video 3 – 1 hr 46 min

2:05 pm – 3:30 pm **PLAY** (1:22 min 15 sec clip)

3:30 pm – 4:00 pm **PAUSE** at **1:04:15** before the Q&A for the *Feedback Session*

ROLEPLAY (30 min exercise), see roleplay instructions above; see page 10-15 in the manual

4:00 pm – 4:30 pm **PLAY** (24 min clip)

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

Day 2: 8 hours

8:30 am – 8:45 am Arrive and Instructions/Sign-in
(Proctor prepare/buffer Video 4)

Video 4 – 1 hr 45 min

8:45 am – 10:00 am **PLAY** (1 hr 16 min clip)

10:00 am – 10:30 am **PAUSE** at **1:12:28** before the Q&A for the *Four Horsemen* **ROLEPLAY** (30 min exercise), see page 11-35

10:30 am – 11:00 am **PLAY** (30 min clip)

11:00 am – 11:15 am **BREAK** (15 min)

(Proctor prepare/buffer Video 5)

Video 5 – 1 hr 41 min

11:15 am – 11:20 am **PLAY** (5 min 17 sec clip)

11:20 am – 11:40 pm **PAUSE** at **5:17** before the Q&A for the *Flooding* **ROLEPLAY** (20 min exercise), see page 11-43

11:40 pm – 12:25 pm **PLAY** (46 min clip)

12:25 pm – 1:15 pm **PAUSE** at 51:30 sec (before roleplay starts) for **LUNCH**

(Proctor remember to get participants to sign-in AND please ask students for written questions for Q&A by end of lunch)

1:15 pm – 1:20 pm **PLAY** (5 min clip)

1:20 pm – 1:50 pm **PAUSE** at **54:10** before the Q&A for the *Gottman-Rapoport* **ROLEPLAY** (30 min exercise), see page 11-47

1:50 pm – 2:05 pm **BREAK** (15 min)

2:05 pm – 2:30 pm **PLAY** (26 min clip)

2:30 pm – 3:00 pm **PAUSE** at **1:21:43** for the *Dan Wile* **ROLEPLAY** (30 min exercise), see page 11-51

3:00 pm – 3:20 pm **PLAY** (20 min clip)

3:20 pm – 3:30 pm **BREAK** (10 min)

(Proctor set up video call with Certified Gottman Therapist for the Q&A)

3:30 pm – 4:30 pm **Certified Gottman Therapist Q&A Session**

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

Day 3: 8 hours 10 mins

8:30 am – 8:45 pm Arrive and Instructions/Sign-in
(Proctor prepare/buffer Video 6)

Video 6 – 1 hr 45 min

8:45 am – 9:20 am **PLAY** (34 min 37 sec clip)

9:20 am – 9:45 am **PAUSE** at 34:37 before the Q&A for the *Compromise* **ROLEPLAY** (25 min exercise), see page 11-59

9:45 am – 9:50 am **PLAY** (6 min clip)

9:50 am – 10:05 am **PAUSE** at 40:5 sec for **BREAK** (15 min)

10:05 am – 10:55 **PLAY** (48 min clip)

10:55 am – 11:25 am **PAUSE** at 1:28:22 before the Q&A for the *Dreams within Conflict* **ROLEPLAY** (30 min exercise), see page 11-67

11:25 am – 11:40 **PLAY** (16 min clip)

11:40 am – 12:45 pm **LUNCH** (1 hr 5 min)

(Proctor remember to get participants to sign- in after lunch. Prepare/buffer Video 7)

Video 7 – 1 hr 13 min

12:45 pm – 1:55 pm **PLAY** (1 hr 7 min clip)

1:55 pm – 2:25 pm **PAUSE** at 1:07:20 before the Q&A for the *Aftermath of a Fight* **ROLEPLAY** (30 min exercise), see page 11-77

2:25 pm – 2:30 pm **PLAY** (6 min clip)

2:30 pm – 2:45 pm **BREAK** (15 min)

(Proctor prepare/buffer Video 8)

Video 8 – 1 hr 33 min (Friendship & Romance)

2:45 pm – 3:45 pm **PLAY** (57 min clip)

3:45 pm – 4:05 pm **PAUSE** at 57:00 before the Q&A for the *Stress Reducing Conversation* **ROLEPLAY** (20 min exercise), see page 11-19

4:05 pm – 4:40 pm **PLAY** (35 min clip)

----- END OF DAY 3 -----

Day 4: Comorbidities: 9 hours

8:30 am – 8:45 pm Arrive and Instructions/Sign-in
(Proctor prepare/buffer Video 9)

Video 9 – 1 hr 31 min (Affairs)

8:45 am – 10:15 am **PLAY** (1 hr 32 min)

10:15 am – 10:25 am **BREAK** (10 min)

(Proctor prepare/buffer Video 10)

Video 10 – 1 hr 23 min (Addiction)

10:25 am – 11:50 am **PLAY** (1 hr 23 min clip)

11:50 am – 1:00 pm **LUNCH** (1 hr 10 min)

(Reminders for Proctor:

- *Participants sign-in after lunch*
- *Collect written questions for Q&A by end of lunch*
- *Prepare and buffer Video 11 during last 5-10 min of lunch break)*

Video 11 – 1 hr 21 min (PTSD)

1:00 pm – 2:20 pm **PLAY** (1 hr 21 min clip)

2:20 pm – 2:25 pm **SHORT BREAK** (5 min)

(Proctor prepare/buffer Video 12)

Video 12 – 1 hr 45 min (Domestic Violence)

2:25 pm – 4:10 pm **PLAY** (1 hr 45 min clip)

4:10 pm – 4:20 pm **BREAK** (10 min)

(Proctor set up Skype with Certified Gottman Therapist for Q&A)

4:20 pm – 5:20 pm **Certified Gottman Therapist Q&A Session**

5:00 pm Conclusion

- *Read Proctor Script*

----- END OF DAY 4 -----

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