



UNIVERSITY OUTREACH PROGRAM

Level 2 Clinical Training

Gottman Method Couples Therapy

Proctoring Guidelines

Prepared by The Gottman Institute

Thank you for agreeing to proctor the Gottman Couples Therapy Level 2 Training as a part of the Gottman Institute's University Outreach Program. 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 Level 2 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, breaks, breakout role play, and collect participant signatures.

The University Outreach Program is designed for graduate students pursuing clinical degrees, but is open to faculty and alumni of your university. The Gottman's 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 state-of-the-art training for counselling professionals. This is the same training the Gottmans currently 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 grid-locked 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

Workshop Components:

The Gottman Level 2 University Outreach Program totals 33 hours of training, including video lecture, small group role plays, Q&A sessions with a Certified Gottman Therapist and breaks.

Workshop Manual:

Each participant in the training will be given a 500+ page clinical training manual written by Drs. John and Julie Gottman. 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: *Level 2: Assessment, Intervention & Co-Morbidities* (\$375 value). Unless otherwise arranged, the participating university will be granted a two-month 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. 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.

Small-Group Role Plays:

Over the course of the training, participants will break out into small-groups of 3-4 participants 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. The proctor will facilitate the formation of these groups and the initiation of the role play exercises.

Level 2 Certificate of Completion:

The Proctor will receive participant sign-in sheets from TGI prior to the first day of training. Participants must sign in with their proctor at the beginning of all training days 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. Certificates of completion will then be sent out to each participant within the next 5 business days.

Continuing Education Information:

There is a total of 21.0 hours of Continuing Education (CE) credit available for the Gottman Level 2 Training. Participants seeking CE credit must complete and send in their Level 2 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. Students should expect to receive their certificates via email 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 (\$39.99 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.

User Satisfaction Assessment (for students):

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

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 TGI 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
- A video projector and large screen (and all necessary hook-ups)
- Access to Skype and Skype Login (used for Gottman CGT Q&A Sessions)
- 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 Guidelines, 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
 - Run Skype test with Gottman CGT or UOP Program Coordinator
 - 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
- **What Proctors Need to Bring to the Training:**
 - Level 2 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
 - Sign-in sheets for participant signatures
 - The official Proctoring Guidelines and Transcript (this document)
 - Signage: Directional signs to the training 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 student with their Level 2 manual
 - Supervise the training room and oversee the training. Keep the room attended at all times
 - 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 4-day schedule**
 - If participants have any content-related questions that are not answered by the CGT 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:**
 - Make sure all participating students 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 TGI
 - Take the proctor satisfaction assessment online

Proctoring Script:

*Below, you will find the schedule for your four-day, Level 2 proctored workshop. Please read the following red text **OUT LOUD**. 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 scientifically-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 sign in with me at the beginning of each day of training *and* after lunch breaks. Certificates of completion will be sent to each student once the Gottman Institute has received the completed sign-in sheets.

If you are seeking CE credits for this training, please fill out and send in the Level 2 Assessment of Knowledge and processing form (both found in the “Continuing Education Information” tab in the manual) to the certification agency, PESI Inc. with the \$39.99 processing fee. More information will be provided following the training. You are welcome to pull out the Assessment of Knowledge pages now and answer the questions as we go through the training.

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

Day 1: 8 hours

8:30 am – 8:45 pm Arrive and Instructions/Sign-in (*Proctor prepare/buffer Video 1*)

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** for *Oral History Interview* **ROLE PLAY** before Chapter 8 (30 min)

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** for *Feedback Session* **ROLE PLAY** before Intervention Overview (30 min)

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** for *Four Horsemen* **ROLE PLAY** before Flooding (30 min)
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** for *Flooding* **ROLE PLAY** before Q&A Session (20 min)
11:40 pm – 12:25 pm **PLAY** (46 min clip)
12:25 pm – 1:15 pm **PAUSE** at 51 min 30 sec before role play for **LUNCH** (*Proctor remember to get participants to sign-in AND please ask students for written questions for Certified Gottman Therapist by end of lunch*)

1:15 pm – 1:20 pm **PLAY** (5 min clip)
1:20 pm – 1:50 pm **PAUSE** at 56:30 for *Gottman-Rapoport* **ROLE PLAY** before Dan Wile (30 min)
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 1:21:47 for *Dan Wile* **ROLE PLAY** before Internal Working Mod. (30 min)
3:00 pm – 3:20 pm **PLAY** (20 min clip)
3:20 pm – 3:30 pm **SHORT BREAK** (10 min) (*Proctor set up Skype with Certified Gottman Therapist*)
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** for *Compromise* **ROLE PLAY** before Q&A session (25 min)
9:45 am – 9:50 am **PLAY** (6 min clip)
9:50 am – 10:05 am **PAUSE** at 40 min 5 sec for **BREAK** (15 min)
10:05 am – 10:55 **PLAY** (48 min clip)
10:55 am – 11:25 am **PAUSE** at 1:28:20 for *Dreams within Conflict* **ROLE PLAY** before Q&A session (30 min)
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 1:07:19 for *Aftermath of a Fight* **ROLE PLAY** (30 min)
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

2:45 pm – 3:45 pm **PLAY** (57 min clip)
3:45 pm – 4:05 pm **PAUSE** for *Stress Reducing Conversation* **ROLE PLAY** (20 min)
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 **SHORT 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 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*)
4:20 pm – 5:20 pm **Certified Gottman Therapist Q&A Session**

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

Please read the following at the conclusion of the training:

“Thank you for participating in this Gottman Method Therapy training. If you have found this experience rewarding, The Gottman Institute anticipates that you may want to continue onto Level 3 training designation. If you would like to know more about the process for becoming a Certified Gottman Therapist, the highest designation in Gottman Method Therapy, please visit their website at www.gottman.com.

Should you have any questions about the clinical content of this training, please call The Gottman Institute at 888-523-9042 or by email at training@gottman.com.

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

Participants seeking CE credit must complete and send in their Level 2 Assessment of Knowledge along with the processing form to our certification agency, PESI, within 2 days of the completion of the training. Students should expect to receive their certificates via email 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 (\$39.99 per participant in the form of a check or CC information) to the following address:

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Participants may also fax the completed document(s) along with payment 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.

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 are in order for 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!