

T A K E
CHARGE
OF YOUR
LIFE

How to get what you need

CTRRTC FACILITATOR
FORMS



All forms need to be submitted online. They can be accessed on William Glasser International under Facilitator Membership or follow the hyperlinks below. Hard copies can be forwarded to betteblance@gmail.com



TAKE CHARGE OF YOUR LIFE Application to Accreditation CTRTC Facilitators

Process from Application to Accreditation for CTRTC facilitators

Step One: Complete Form A application form online. Select a mentor and make arrangements to complete the mentoring process.	https://fs22.formsite.com/wgi-us/facilitator-app/index.html
Step Two: Complete Form B (Goal setting and self-evaluation before you begin being mentored)	See CTRTC Facilitator Forms below for a hard copy. Keep this for a reference.
Step Three: Commit to mentoring process and participate in mentoring sessions either in person, online in real time or You Tube, webinar type presentations.	
Step Four: Complete Form C (your planned content and activities for your first workshop) and submit to your Mentor.	See Forms for CTRTC for a hard copy. Share this form with your mentor.
Step Five: Complete Form D: (Schedule a Take Charge of Your Life workshop)	https://fs22.formsite.com/wgi-us/tcoyl-wkshp/index.html
Step Six: Form E: Co evaluate with your mentor to complete this form.	CTRTC Facilitator Forms below for a hard copy. Share this form with your mentor and ask him or her to co verify.
Step Seven: Complete Participant List	https://fs22.formsite.com/wgi-us/partlist/index.html
Step Eight: Complete Form F: (Feedback to program developers)	https://fs22.formsite.com/wgi-us/tcoyl-survey/index.html
Step Nine: Your mentor will submit a form so you will receive the Accredited Facilitator Certificate from WGI	



TAKE CHARGE OF YOUR LIFE

Form B

Goal Setting

CTRTC Goal setting and self-evaluation before mentoring process

Please complete and keep for your own self-evaluation

Name:	Date:	Review date:
My Quality World picture of a facilitator of adult learning. Specifically what would I be doing?		
If I matched this picture what would I be thinking?		
If I matched this picture what would I be feeling?		
What would I see and hear?		
How would I rate my confidence at this point?	<div style="text-align: center;"> </div> <div style="display: flex; justify-content: space-between; padding: 0 10px;"> 1 Low 5 10 High </div>	



TAKE CHARGE OF YOUR LIFE

Form C

Workshop Design

Please complete the following form and give a copy to your mentor

Name:

Name of mentor:

Proposed course format

Session One:

Involvement

Content Focus

Interactive activity

Process learning

Summary/closure/evaluation

Personal anecdotes

Session Two:

Involvement

Content Focus

Interactive activity

Process learning

Summary/closure/evaluation

Personal anecdotes

Session Three:

Involvement

Content Focus

Interactive activity

Process learning

Summary/closure/evaluation

Personal Anecdotes

<p>Session Four: Involvement</p> <p>Content Focus</p> <p>Interactive activity</p> <p>Process learning</p> <p>Summary/closure/evaluation</p> <p>Personal Anecdotes</p>
<p>Session Five:</p> <p>Involvement</p> <p>Content Focus</p> <p>Interactive activity</p> <p>Process learning</p> <p>Summary/closure/evaluation</p> <p>Personal Anecdotes</p>
<p>Session Six:</p> <p>Engager</p> <p>Content Focus</p> <p>Interactive activity</p> <p>Process learning</p> <p>Summary/closure/evaluation</p> <p>Personal Anecdotes</p>
<p>Resources:</p>
<p>Comments:</p>



TAKE CHARGE OF YOUR LIFE

Form E

Self Evaluation

Goal setting and self-evaluation POST the mentoring process

Please complete and compare with your pre-mentoring goal setting and self-evaluation

Name:	Before	Now
Describe your Quality World picture of a facilitator of adult learning. Specifically, what would you be doing?		
What would you be thinking?		
What would you be feeling?		
What would you see and hear?		

<p>Before How did you rate your confidence and competence in facilitating a Take Charge of Your Life?</p> <p><u>1</u> 5 <u>10</u> Low</p> <p>High</p>
<p>This is now. How did you rate your confidence and competence in facilitating a Take Charge of Your Life?</p> <p><u>1</u> 5 <u>10</u></p> <p>Low High</p>
<p>What has been helpful in the mentoring process?</p>
<p>So what does this mean for you personally?</p>
<p>Now what is your plan?</p>

Co-verification with mentor

Date:

Signed by CTRTC facilitator

Signed by mentor