

FOCUS AREA: Program Development

POLICY NAME: Take Charge of Your Life

DATE DEVELOPED: October 2013, July 2014, November 2014.

SUBMITTED: November 29th, 2014

POLICY:

Develop a one-day, 6-hour workshop entitled *Take Charge of Your Life* in tribute to the work of Dr. William Glasser.

Phase I:

- Deliver the workshop to the general public around the world by recruiting any and all current dues-paying interested faculty members who will schedule the program pre-Conference.
- Collect research data from the participants and the facilitators.
- Report to the 2014 WGI Conference in July in Toronto, Canada.

Procedures for Phase I:

- Recruit a team of volunteers to provide curriculum development and to help develop the following:
 1. Power Point presentation
 2. Facilitator Guide
 3. Participant Manual (small and including interactive activities)
 4. Participant form including some kind of feedback for our own evaluation
 5. Facilitator evaluation form
- Recruit Facilitators from amongst the faculty from around the world and contract with them to pilot the one-day program for free and report to committee.
- Compile data for report.

Phase II:

- Revise and complete both the Facilitator Guide and the Participant Manual.
- Offer the 2 manuals to deliver the workshop to all dues-paying faculty members who request it at the 2015 membership renewal period at no charge.
- Ask that interested Faculty register as a *Take Charge of Your Life* Facilitator on the membership application form for 2015. The registration includes rights and responsibilities, including the right to reproduce the Participant Manual for *Take Charge of Your Life* workshops offered.

Procedures for Phase II:

- Review what we have and analyse the evaluations and feedback.
- Edit existing materials.
- Add a resource page, WGI membership application and future training possibilities to the Participant Manual.
- Present the final version for 2015 to the Board by the end of 2014.
- Develop a strategy for offering it to dues-paying faculty members as part of 2015 membership renewal.

Phase III:

- Develop a process to enable CTRTC to become *Take Charge of Your Life* Facilitators.
- Current dues-paying certified members (CTRTC) who wish to be able to facilitate the *Take Charge of Your Life* workshop are eligible to apply to complete the process.
- Current dues-paying faculty who have delivered a minimum of one 6-hour *Take Charge of Your Life* workshop to a group are encouraged to mentor those CTRTC interested in becoming Facilitators of *Take Charge of Your Life*.

Procedures for Phase III:

- Develop the process and criteria for a CTRTC to become a *Take Charge of Your Life* Facilitator based on the desired outcomes of flexibility, accessibility and affordability.
- Develop a Power Point Resource for Mentors.
- Develop a 3-option Mentoring Program as part of the above which will include the following: A. Mentor face-to-face in person; B. Mentor live in real time online; C. online on You Tube pre-recorded guidelines for the development of skills relevant to the sharing of Choice Theory psychology principles.
- Develop the appropriate forms including an official *Take Charge of Your Life* Facilitator Certificate.
- Pilot the process around the world by recruiting Faculty specifically in the affiliate areas to work as Mentor with CTRTC between November 2014 and the end of February 2015.
- Set and achieve a goal to complete the process with 25 CTRTC during this pilot phase who will become *Take Charge of Your Life* Facilitators.
- Evaluate.
- Revise as required.

- Determine fees for the Facilitator process. A minimal fee of \$100.00 is suggested for CTRTC to register and complete the process. Faculty will need only to register with annual Faculty membership. In following years, it is suggested as follows:
 - CTRTC Member \$20.00
 - CTRTC member + *Take Charge of Your Life* Facilitator \$40.00
 - CTRTC + Faculty \$75.00
 - CTRTC + Faculty + Facilitator \$75.00
- Create a schedule for the official launch of the process to become a *Take Charge of Your Life* Facilitator, no later than May 11th, 2015 and ideally by early March 2015.
- Work with the Marketing Committee to create materials and a plan to present *Take Charge of your Life* workshops around the world.
- Contact all those who have registered as *Take Charge of Your Life* Facilitators (registered faculty and new Facilitators) and work together to schedule *Take Charge of Your Life* workshops around the world.

NB. The *Take Charge of Your Life* committee is asking for support for:

- Marketing materials and plans for *Take Charge of Your Life* workshop marketing
- Creating the research model necessary to track the impact of the 1-day *Take Charge of Your Life* workshop on our numbers in Certification training.
- Developing special *Take Charge of Your Life* materials that will be an “Added Value” and that can be purchased exclusively for and at the *Take Charge of Your Life* workshops.
- Administrative input in the development of online registrations and tracking processes for the *Take Charge of Your Life* Facilitator accreditation process.
- Administrative input in the development of ongoing marketing for the *Take Charge of Your Life* workshop.
- Administrative input in the registration of all *Take Charge of Your Life* Facilitators.

EVALUATION:

Participant pre and post self-assessment (see attached)

Facilitator program evaluation (see attached)

Mentoring Program evaluation

REVIEW:

Phase I July 2014

Phase II October 2014

Phase III February 2015