

T A K E

CHARGE

OF YOUR

L I F E

How to get what you need

Mentoring Guide



WILLIAM GLASSER
INTERNATIONAL

A NEW BEGINNING

An exciting development of the **Take Charge of Your Life** workshop is a new role for people who are Choice Theory, Reality Therapy Certified (CTRTC). They can now become accredited as a facilitator of the workshop.

When Faculty sign up as an Accredited Facilitator of the **Take Charge of Your Life** workshop, they are invited to register as a mentor for anyone wanting assistance with either CTRTC or Faculty in presenting this workshop. From this list on the WGI website people can choose a mentor.

It is suggested that mentors charge a reasonable fee for mentoring services.

This manual is designed to outline one process for mentoring CTRTC as Accredited Facilitators. Feel free to use what you find useful and add your own content or process as you see fit.

PROCEDURE FOR BECOMING AN ACCREDITED FACILITATOR

1. While optional, these activities advisable
 - **Participate** in a Take Charge of Your Life workshop
 - **One trial *session* facilitation** followed by self-evaluation

2. To become an accredited facilitator, these are essential
 - **Whole workshop facilitation** – written report **co verified** by mentor using “Form D: CTRTC Self Evaluation Process for Accreditation”
 - A certificate will be forwarded to the Facilitator once you as the mentor has completed the form <https://www.jotform.com/build/50595753644969> Accrediting CTRTC as Facilitators

THE PROCESS AND PROCEDURES

As an experienced faculty member and an accredited *Take Charge of Your Life* Facilitator, you have skills that you can pass on to CTRTC and WGI faculty members who wish to develop or enhance their ability to facilitate this six hour workshop.

As CTRTC people register to become a facilitator, they are invited to connect with a mentor. This is indicated on their registration form. The process you use to mentor them is open to dialogue and negotiation.

In general the mentoring process followed is on the next page.

Process from Application to Accreditation for CTRTC facilitators

Mentoring a CTRTC for Accreditation as a Facilitator of ***Take Charge of Your Life***.

Please note all forms can be accessed online forms on the William Glasser International website. The links below are hyperlinks and are the only ones that need to be submitted. Your Facilitator-in-Training will have some hard copy forms and are not submitted.

Please note: Steps three, four and five are planning forms shared between the mentor and the CTRTC facilitator-in-training.

<p>Step One: Complete Form A application form online. Select a mentor and make arrangements to complete the mentoring process.</p>	<p>https://form.jotform.com/50196858629975</p>
<p>Step Two: Complete Form B (Goal setting and self-evaluation before you begin being mentored)</p>	<p>See Forms for CTRTC for a hard copy. Keep this for a reference.</p>
<p>Step Three: Commit to mentoring process and participate in mentoring sessions either in person, online in real time or You Tube, webinar type presentations.</p>	
<p>Step Four: Complete Form C (your planned content and activities for your first workshop) and submit to your Mentor.</p>	<p>See Forms for CTRTC for a hard copy. Share this form with your mentor.</p>
<p>Step Five: Complete Form D: (Schedule a Take Charge of Your Life workshop)</p>	<p>https://form.jotform.com/50196838657974</p>
<p>Step Six: Form E: Co evaluate with your mentor to complete this form.</p>	<p>See Forms for CTRTC for a hard copy. Share this form with your mentor and ask him or her to co verify.</p>
<p>Step Seven: Complete Participant List</p>	<p>https://form.jotform.com/50501688639967</p>
<p>Step Eight: Complete Research Responses</p>	<p>https://form.jotform.com/50167956700962</p>
<p>Step Nine Complete Form F: (Feedback to program developers)</p>	<p>https://form.jotform.com/50087568657973</p>
<p>Step Ten: Your mentor will submit a form so you will receive the Accredited Facilitator Certificate from WGI</p>	

SUGGESTED TOPICS TO BE INCLUDED IN MENTORING

(The sample PowerPoint outlines possible topics for the mentoring)

- Prior knowledge and goal setting
- Access and reading for deep understanding of the downloaded Facilitator Guide, Participant Manual and sample PowerPoint.
- Workshop design (Six sessions over six hours)
- Session design (Each session over 55 minutes)
- Different configurations of the workshop and appropriate inclusions
- Glasser learning model
- Adult learning principles
 - Relationships, relevance and reflection
 - Meaning making. Model with relevant examples and stories
 - Personal story
 - Others' stories
 - Topical books, articles, radio and TV
 - Supporting research
 - Scaffolding learning
 - Using visual aids,
 - Layering learning
 - Big picture to concepts
 - Simple to complex
 - Application
 - Remembering and forgetting
 - Reflection and *consolidation* (?integration)?
 - Application and forms
 - Issues
 - Timing of content and activities
 - Difficult questions
 - Participants who challenge

 - Discussion about planning the workshop content and processes
 - Review and clarification on suggested activities (Discuss possible alternatives if desired)

FINAL COMMENTS

The mentoring process is tailored for the people being mentored. These are only suggestions as there are many ways to mentor.

You can contact one of the Take Charge of Your Life program developers.

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