



**WILLIAM GLASSER INTERNATIONAL, INC.**  
**International Requests for Presentations or Trainings**  
**POLICIES AND PROCEDURES**

WILLIAM GLASSER  
INTERNATIONAL

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1. PURPOSE

This document addresses requests made by individuals or organisations to have (a) a speaker or presenter to offer a talk, workshop, seminar or other presentation about Choice Theory, in general, or request (b) a faculty member to present a course in Choice Theory/Reality Therapy and their applications to Business & Lead Management, Corrections, Education, Mental Health, Social Services and Marriage & Family, from inside and outside official Member Organizations of William Glasser International, Inc.

2. MISSION

In addressing requests, the International Board of WGI will behave in accordance with its mission to connect the world with Choice Theory and will follow the policy and procedures established about such requests as outlined in this document.

3. INSIDE OFFICIAL MEMBER ORGANIZATIONS OF WGI

For the purposes of this document, an "officially recognized member organisation" of WGI [hereby known as organisation] refers to an area that has a local organisation recognized by WGI as the official Choice Theory/Reality Therapy organisation for that country.

4. OUTSIDE OFFICIAL MEMBER ORGANIZATIONS OF WGI

For the purposes of this document, an "outside official member organisation" of WGI [hereby known as organisation] refers to an area that has no local organisation recognized by WGI as the official Choice Theory/Reality Therapy organisation for that country.

5. REQUESTS INSIDE AN OFFICIAL MEMBER ORGANISATION

5.1 Requests made by someone inside an official organisation of WGI will have that request processed by the official organisation.

5.2 Requests made to the International Board of WGI or to any other WGI organisation will have that request referred directly to the official organisation.

5.3 In all cases, referrals will be made as soon as possible upon receipt of each request and each referral will be communicated to the person who made the request.

5.4 Requests, made by instructors who are professors or teaching assistants within a college or university setting, will be processed by the official WGI organisation.



6. REQUESTS OUTSIDE AN OFFICIAL MEMBER ORGANISATION

- 6.1 Requests made by someone outside an official organisation of WGI will have that request processed by the WGI organisation.
- 6.2 Requests made to the Board of WGI or to any other WGI organisation will have the original request referred directly to the official organisation.
- 6.3 In all cases, a referral will be made as soon as possible after receipt of the request and the referral will be communicated to the person who made the request.
- 6.4 Requests, made by instructors who are professors or teaching assistants within a college or university setting but outside official areas of WGI, will be processed by the WGI organisation.

7. REQUESTS INSIDE AND OUTSIDE OFFICIAL MEMBER ORGANISATIONS FOR SPECIFIC FACULTY

- 7.1 Requests for an individual faculty member from any official international location to the Board of WGI will be referred directly to that faculty member.
- 7.2 WGI, in its referral to a specific faculty member, will include the specific area of expertise or interest stated in the request.
- 7.3 Requests made directly to a specific faculty member would be processed by that faculty member adhering to the programs, policies, and procedures of WGI.
- 7.4 When contact with faculty members is requested or the request concerns tasks that require faculty, the Board will work with those faculty members who are:
  - (a) members of WGI;
  - (b) qualified at the appropriate level;
  - (c) available for work required;
  - (d) current with WGI professional development requirements.

## PROCEDURES

### 8. REQUESTS PROCESSED BY WGI FROM INSIDE OFFICIAL ORGANISATIONS

Once WGI ascertains that the request is from inside an official organisation, it will follow the articles stipulated in this policy for international requests for presentations or training from inside officially recognized member organisations of WGI.

### 9. REQUESTS PROCESSED BY WGI FROM OUTSIDE OFFICIAL ORGANISATIONS

9.1 Once WGI ascertains the specifics of a request regarding local culture, language preference, special experience, the knowledge and skill required, the following procedures will be followed according to the specifics of the request and in the order of priority outlined in 9.2.

9.2 The WGI will consider WGI faculty who:

- (a) are natives who speak the local language of the area in question;
- (b) speak the local language;
- (c) have previously worked in this area;
- (d) have worked in similar cultures;
- (e) have the special experience, knowledge or skill that especially suits them for this location;
- (f) are working in a location within 1,000 miles around the time the request specifies.

### 10. FACULTY

10.1 The WGI will contact all faculty members by e-mail at the same time and as soon as possible after recommendations are made.

10.2 The WGI will send a general description of the request including any specifics of experience, and knowledge or skill sought.

10.3 Faculty are to reply to the International Board by a certain date.

10.4 The deadline for faculty to reply will be at least four [4] days after the anticipated date upon receipt of the request by the faculty members.



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- 10.5 If, by that deadline, more than one person expresses an interest in the request, the Board will forward all the names to the person or organisation making the request.
- 10.6 If, by the deadline, nobody within that contact category has expressed an interest, then the Board will re-issue the request to the next category in the list outlined in 9:2:a-f.
- 10.7 If all potential faculty members have been contacted and there is still no expression of interest, the International Board will decide on an appropriate course of action and communicate this to the person or organisation making the request.
- 10.8 It will be at the discretion of the International Board to intervene if they believe that the implementation of the above procedures would give rise to serious problems.

## 11. COMPLAINTS OR GRIEVANCES

In the event of any complaint or grievance about the handling of requests, the complaint or grievance will be referred to the ombudsperson appointed by WGI.