



**GLASSER
AUSTRALIA**
IGNITE THE POWER OF CHOICE

Glasser Australia Training - Policy & Procedures

Welcome to the Glasser Australia Choice Theory® Training Policy. This document outlines our commitment to providing comprehensive training in Choice Theory, a powerful framework for understanding human behaviour and improving interpersonal relationships. Choice Theory emphasises the importance of personal responsibility, internal motivation, and the pursuit of fulfilling needs through effective decision-making. Our training programs are designed to equip individuals with the knowledge and skills to apply these principles in various settings, fostering environments where people can thrive both personally and professionally. By adhering to this policy, we aim to create a culture of continuous learning, mutual respect, and positive change.

POLICY STATEMENT

At Glasser Australia, we are committed to fostering a culture of personal responsibility, intrinsic motivation, and positive relationships through the principles of William Glasser's Choice Theory®. Our training policy ensures that all participants receive comprehensive education in Choice Theory, equipping them with the skills to effectively apply these concepts in their professional and personal lives. By promoting understanding and implementation of choice theory, we aim to create supportive and empowering environments that enhance communication, resolve conflicts, and cultivate mutual respect and cooperation across our organisation.

“Education is the process in which we discover that learning adds quality to our lives. Learning will be experienced. If you want to change attitudes, start with a change in behaviour.”

– William Glasser

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POLICY OBJECTIVE

The objective of the William Glasser Choice Theory Training Policy is to equip participants with a thorough understanding of Choice Theory principles and practical skills to apply these concepts effectively in their professional and personal lives. This training aims to foster environments that promote personal responsibility, intrinsic motivation, and positive relationships. By integrating Choice Theory into daily practices, individuals will be better prepared to enhance communication, resolve conflicts, and support a culture of cooperation and mutual respect within their organisations and communities.

TRAININGS OFFERED

Glasser Australia (GA), a member organisation of William Glasser International, offers a five-part sequential course of study leading to Choice Theory®/Reality Therapy®/Lead Management® (CT/RT/LM) Certification:

1. Basic Intensive Training
2. Basic Practicum
3. Advanced Intensive Training
4. Advanced Practicum
5. Certification

ROLES AND RESPONSIBILITIES

- ◆ Glasser Australia is responsible for all training activities conducted in Australia.
- ◆ Instructors will inform Glasser Australia of scheduled Intensive Training and Practicums as outlined in this policy and notify Glasser Australia if any training is cancelled.
- ◆ Instructors will have full knowledge of the requirements for each training level and adhere to all guidelines specified in this policy and the Training Manual.
- ◆ Instructors are responsible for maintaining accurate records as required for each training level and forward these records onto Glasser Australia Administration Office: gaadmin@glasseraustralia.com.au
- ◆ Instructors will stay up to date with all current Glasser Australia policies and procedures related to training.
- ◆ Instructors are required to consult the Training Officer of Glasser Australia regarding any exceptions to the training formats outlined in this document.
- ◆ It is the responsibility of the Training Officer in consultation with the Training Pillar to review and update this policy bi-annually.
- ◆ The Training Officer, in consultation with the Glasser Australia Board, is responsible for investigating and addressing all complaints related to training courses offered by Glasser Australia-trained and endorsed instructors.

TRAINING OVERVIEW

To ensure that all trainees receive a variety of training experiences, Glasser Australia recommends that trainees have at least three different Faculty Instructors over the course of their training.

1. A minimum time period of at least fourteen (14) months is usually required between a Basic Intensive Training and Certification.
2. This length of time is dependent upon the availability of scheduled training, as well as the competencies achieved.
3. Note: all time periods and amounts are stated as minimums

Exceptions

1. Any unusual exceptions for compelling reasons beyond what is stated within this document need to be put in writing and directed to Glasser Australia's Training Officer.
2. Either the Training Officer or the person requesting the exception may ask for the Glasser Australia Board to review the exception if either is uncomfortable with the decision.

Intensive Trainings Structure

1. Intensive trainings are designated as either open or closed.
2. Open intensive trainings are those open to the public. They are publicly advertised and may be attended by any interested persons who are of the legal age. Anyone under the age of majority may also participate with written consent from their legal guardian.
3. Closed intensive trainings are not publicly advertised and are attended by people who are employees or otherwise connected with the sponsoring organisation.
4. If Basic and Advanced training are being given at the same time and in the same place, the participants of each Intensive Training will be taught separately (unless an exception has been granted by Glasser Australia's Training Officer for extenuating circumstances).
5. If a Basic and an Advanced training course are being offered at the same time and in the same place, then each group will be taught separately. In the rare event an instructor deliberately decides to put both groups together, it will always be done for the learning objectives of the participants, never for the convenience of the instructor. In such cases, the instructor listed on the Participant Registration form will be the one who conducts the separate work with each group.
6. A Basic Intensive Training and an Advanced Intensive Training course will NOT be done together for the entire time by one instructor. Any requests for an exception to the required structure will be submitted in writing to the Training Officer prior to the commencement of the training course.

Sponsored Intensive Training

1. Individuals, groups or agencies wishing to sponsor an open or closed intensive training should contact the Glasser Australia Training Officer: Email trainingofficer@glasseraustralia.com.au
2. The nominated/chosen Instructor will complete the Intensive Training Approval Application form.
3. The sponsor of the intensive training negotiates with the Instructor for an agreed-upon fee.
4. The sponsor makes all arrangements for facilities and other administrative details.
5. Please refer to Guidelines for Sponsors of Intensive Trainings, for a detailed checklist.

Preparation for Sponsored Training

1. Communicate with the contracted instructor(s)
2. Keep the instructor(s) informed on the number of participants.
3. Determine if any special equipment is needed (projector, overhead, VCR, flip charts, etc.)
4. Verify with the facility coordinators that the location is ready and be sure to convey any special needs such as accessibility for persons with disabilities.
5. When registration forms are received Glasser Australia Administration Office will send the training pack to the Instructor.
6. Contact all attendees to confirm receipt of their registration forms.

Time Requirements

All Intensive trainings, whether Basic or Advanced, consist of a minimum of twenty-four (24) contact hours.

Basic or Advanced Intensive In-Person Training Format Options

1. Three (3) or four (4) sequential days making sure required teaching hours are met.
2. Two (2) days followed by two (2) days with one (1) or two (2) weeks between.
3. Three-hour consecutive weekly sessions over a two-month period, with organised learning experiences between sessions.
4. Four one-day a week session over a one-month period with learning experiences between sessions.
5. Four professional development/continuing education days over a year. Organised learning experiences would be required between sessions.
6. An Intensive Training course may be completed within a 90-day period when a consecutive day format is not feasible. The 4-day format is still recommended for the continuation of strong, positive relationships and content competency building.
7. As an exception, the first day of the BIT training (whether open or closed) can be open to the public or to additional employees or connected individuals in a given organisation. In this case the training will be scheduled over no less than four (4) days or equivalent.
8. *'Take Charge of your Life'* course may be run as the first day of the BIT by a qualified BIT instructor who will then teach the final days of the BIT as per Glasser Australia guidelines

Virtual Synchronistic (In-Person Online) Basic or Advanced Intensive Training

When instructors conduct and approved synchronistic online training, there are some additional considerations since participants can be from virtually anywhere in the world:

1. The instructor will have the competence and confidence to offer training online. A fluency with technology will be paramount, as well as skill in continuing to create engaging training activities while online.
2. Whenever a faculty member is conducting training with participants outside their local Member Organisation, at the conclusion of training, the faculty member needs to notify Glasser Australia of their international participants at their successful completion of training. Paperwork and training fees are sent to William Glasser International by Glasser Australia.

Curriculum

1. Teaching material will include the components of Choice Theory, Reality Therapy and Lead Management.
2. The informational portion can be done online without an instructor.
3. There also will be at least eight (8) hours of role play, with a Basic Instructor supervising the process.
4. Note: any variations need prior approval from the Glasser Australia Training Officer. All variations from this list will be presented in writing to the Training Officer for approval and record keeping.

Online Hybrid Training

Glasser Australia supports William Glasser International's approved three online hybrid trainings, which include synchronistic and asynchronistic components that meet William Glasser International's core curriculum content.

1. Any individual or group that creates an online hybrid program that they wish to have recognised as part of William Glasser International's Certification program will submit that program first to Glasser Australia for consideration.
2. Online hybrid training programs which meet cultural considerations and core content requirements, will be forwarded to William Glasser International's training committee for final approval, authorisation, and credentialing.
3. The training committee will review the content for alignment and make its recommendation to the board. This process can take up to six months for completion.

Instructors

1. All instructors affiliated with our organisation are required to undergo training at the highest level to ensure they possess the expertise and knowledge necessary to deliver exceptional education and support to our participants.
2. Glasser Australia strongly supports William Glasser International's recommendation that all trainees receive a variety of training experiences and that trainees have at least three (3) different certified instructors over the course of their training.
3. Instructors are not employees of Glasser Australia or William Glasser International. They are independent contractors offering training course(s) in conjunction with Glasser Australia and William Glasser International.

- Instructors must be current dues-paying members of Glasser Australia and William Glasser International in order to be eligible to conduct the training course(s) in Australia. Their faculty status is subsequently recognised by William Glasser International which authorises them to conduct these courses globally.
- Instructors are trained in and adhere to Glasser Australia training protocols designed to maintain the highest standards of instruction, safety, and participant engagement. These protocols cover a comprehensive range of practices, including but not limited to:
 - Curriculum Delivery:** Ensuring that all educational materials are delivered in accordance with established guidelines and learning objectives.
 - Participant Interaction:** Maintaining a professional and supportive environment for all participants, promoting inclusivity and respect.
 - Co-Verification and Feedback:** During the co-verification phase, instructors provide constructive feedback to support participant growth and development.
 - Continuing Education:** Engaging in ongoing professional development to stay current with the latest advancements and best practices in their field.
- Any changes from Glasser Australia established protocols are addressed promptly to uphold the integrity and quality of our instructional programs. Records of all training sessions, evaluations, and protocols are made available to ensure transparency and accountability.

Professional Practice

- All Training Instructors of Glasser Australia are expected to keep to the standards of “Quality” practice.
- All Training Instructors are expected to apply the principles of Choice Theory in their work, adhere to professional standards and keep professionally current through participating in professional development opportunities.
- Professionals who are credentialed or license as Psychologists, Psychiatrists, Psychotherapists, counsellors, social workers etc are governed by the Code of Ethics of their profession
- The Glasser Australia *Code of Ethics* can be found on the Glasser Australia website:
<https://glasseraustralia.com.au/>

Numbers

- The maximum number of participants for Intensive Trainings is sixteen (16), and the minimum recommended number is six (6), but the minimum required is three (3).
- This maximum can be increased to 18 when approval from the Training Officer is organised through a written application. This written application will be kept for record purposes. This application form can be found on the GA website: <https://glasseraustralia.com.au/>
- Numbers can be increased to twenty one (21) participants when the instructor has an approved Practicum Supervisor, or a Practicum Supervisor in training, working with them for the entire time.
- The maximum number of participants for a Practicum is 8.
- For all other maximum numbers please refer to the *Summary Table of Choice Theory Training with Glasser Australia* at the end of this policy.

Fees

- Payment of the Glasser Australia participant registration fee for Intensive Trainings is the responsibility of the instructor.
- There is a recommended fee for open Intensive Trainings and Certification suggested by Glasser Australia. Refer to the Glasser Australia Training Fees schedule available on the Glasser Australia website:
<https://glasseraustralia.com.au/>
- The fees for closed Intensive Trainings are negotiated between the agency and the instructor.
- All Glasser Australia registration fees include a \$20 USD contribution to William Glasser International and a \$5 allocation for scholarships to assist individuals seeking training who are experiencing financial hardship.
Please refer to the current Training Fee schedule which can be found on the Glasser Australia website under Faculty Forms for Training, Glasser Australia, <https://glasseraustralia.com.au/>

TAKE CHARGE OF YOUR LIFE

Individuals who are Choice Theory, Reality Therapy Certified (CTRTC) are accredited as a facilitator of the *Take Charge of Your Life* workshop. Prior to facilitating a *Take Charge of Your Life* workshop, CT/RTC individuals are encouraged to participate in mentoring program, which offers an in-depth understanding of the program and provides examples of effective teaching methods.

1. As the mission of the William Glasser International (WGI) is to share Choice Theory with the world, this workshop was developed to provide an easy-to-follow format that all certified Choice Theory Reality Therapy Certified (CTRTC) members can use without extensive training and expense.
2. This is an interactive curriculum teaching Choice Theory, and all course materials can be accessed by those who are CTRTC and have paid dues to the William Glasser International. Please refer to WGI website for course materials: <https://www.wglasserinternational.org/courses/take-charge-of-your-life/>
3. *Take Charge of Your Life* participation certificate templates can be accessed through the WGI website.
4. The cost of the program can be determined by each instructor.
5. It is understood that facilitators will charge participants for this program. Ten percent of the charge from each course offering will be sent to Glasser Australia to forward to WGI as a royalty for using the course.
6. The facilitator will send the monies to Glasser Australia who will then forward them to WGI.
7. *Take Charge of your Life* course maybe run as the first day of the BIT by a qualified BIT instructor who will then teach the final days of the BIT as per Glasser Australia guidelines.
8. On completion of the BIT participants will receive a William Glasser International certificate.

Included materials

1. A complete overview of the workshop with specific directions as to the focus of each session
2. Suggested activities, interactive learning and evaluation of the session in the Facilitator Guide
3. A Participant Manual that can be printed and given to each participant.
4. A sample power point for each session.
5. Participant Evaluation forms for the completion of the program.

Numbers

There are no specific minimum or maximum limits on the number of participants. However, to ensure optimal learning experiences and active engagement, it's important to consider the number of participants in relation to factors such as the instructor's expertise, room capacity, and the needs of the attendees.

Syllabus

The *Take Charge of Your Life* program consists of 6 units.

- Session I - Shift Your Mental Model
- Session II - Discover Your Basic Needs, Wants and Beliefs
- Session III - Create Positive Relationship Habits
- Session IV - Learn the Power of Perception
- Session V - Understand the Components of Behaviour
- Session VI - Take Charge of Your Life

Scheduling and Structure

Six (6) hour workshop designed to offer a curriculum that can be presented in varying time frames:

1. One six-hour session all in one day
2. Two three-hour sessions over a two-day period
3. Three two-hour sessions, possibly one per week for three weeks
4. Six one-hour sessions presented one per week over a six-week period

BASIC INTENSIVE TRAINING (27 Contact Hours Intensive Program)

The training is designed to provide participants with a basic understanding of Choice Theory, Reality Therapy and Lead Management practices.

Scheduling

1. BIT Instructors will return completed Approval for Training applications to Glasser Australia Administration Office at least 14 days prior to the commencement date. This will allow time for the Training Pack to be sent to Instructors.
2. Upon receipt of these forms, Glasser Australia will send an invoice for participant registrations to the instructor for payment.
3. Instructors are responsible for the organisation of the venue, catering and participant fees.
4. Trainings to be advertised on the Glasser Australia website will be received at least 30 days prior to the training commence date.

Completion Process

1. After the training has taken place, the instructor compiles completed forms and submits them to Glasser Australia Administration Office.
2. At the conclusion of the BIT and participant completion forms submitted to Glasser Australia, participants will receive a William Glasser International *Certificate of Completion* from Glasser Australia and sent to the instructor for distribution.
3. All BIT participants are invited to complete a BIT Self-Evaluation form found on the Glasser Australia website.
4. Glasser Australia subsequently provides the relevant fees to William Glasser International.

Follow-Up with Participants

It is recommended that the Training Instructor follows up with those who have recently completed a training course to:

- Encourage them to continue with the next step in the certification process.
- Encourage them to join Glasser Australia.
- Inquire about opportunities to interest other individuals and/or organisations in their area in the work of Glasser Australia and WGI.

Prerequisites

1. There are no educational prerequisites for attendance at a Basic Intensive Training, or for pursuing the course of study leading to CT/RT Certification.
2. Participants may proceed through these steps at their own pace.
3. Accommodations can be made for persons needing visual, hearing, translation, or other adaptive devices.

Structure

1. Intensive training courses require a minimum of 24 hours to meet competency standards.
2. It is recommended that Intensive Training Courses be completed in a format of 4 consecutive days.
3. It is acceptable to complete an Intensive Training Course experience within a 90-day period if a consecutive day format is not feasible. The 4-day format is still recommended for the continuation of strong, positive relationships and content competency building.
4. The instructor is expected to establish an environment that is conducive to learning and practising new skills.
5. The training is conducted using Lead Management principles so that a participant not only gains a theoretical understanding of Choice Theory, but also experiences these applications in practice. This involves teaching the value of the Reality Therapy questioning process.
6. During the training, there will be a combination of lectures, demonstration role plays, practice experiential exercises, and discussions on the historical development of Dr. Glasser's ideas.

Reading Requirements

1. The instructors will expose participants to a variety of Dr. Glasser's Choice Theory books; *How the Brain Works Chart*; and The International Journal of Choice Theory & Reality Therapy.
2. It is suggested that instructors also have some copies of Dr. Glasser's books available for review.
3. A list of recommended book titles can be found on the Glasser Australia website:
<https://glasseraustralia.com.au>

Content And Organisation

Approximately 40% of the training's focus needs to be on Choice Theory, and the information contained on Dr. Glasser's *How the Brain Works* chart. The key elements include:

- The Basic Needs
- Quality World
- Perceived World
- Comparing Place
- Total Behaviour
- Total Knowledge and Valuing Filters
- Understanding the difference between Situation A and Situation B

Approximately 40% of the time is spent on Reality Therapy with major emphasis on the following concepts:

- the environment
- the procedures that lead to change
- practicing the Reality Therapy process in a variety of settings, with opportunity to role play as both the coach/counsellor and client
- self-evaluating and processing role play practice sessions

Professionalism

1. Demonstrating proper completion of required forms
2. Discuss Glasser Australia and WGI membership
3. Share networking information, i.e., meetings and Faculty sharing opportunities
4. Explaining the certification process
5. Providing information about the National and International Conferences

Teaching Consistency

Approximately 20% of the time is spent on Lead Management concepts. It is important that participants be exposed to:

- the "Conditions of Quality"
- the work of theorists such as Dr. W. Edwards Deming
- Dr. Glasser's position on discipline programs (moving away from identifying the problem person)
- the need for systemic change (addressing what's in the system preventing the desired outcomes)

Key Learnings

Participants will develop a basic understanding of when Lead Management is used and when Reality Therapy is employed. Along with the concepts of Choice Theory, Reality Therapy and Lead Management, part of the time during the training has a focus on administrative aspects of Glasser Australia and William Glasser International, such as:

- demonstrating proper completion of required forms
- administering certificates
- discussing Glasser Australia and William Glasser International membership with related books and journal publications (The International Journal of Choice Theory & Reality Therapy)
- covering general Glasser Australia information, i.e. meetings and networking applied opportunities
- explaining the Certification process

For School Systems:

In training designed for schools, approximately 40% of the focus will be on applying Lead Management and Glasser Quality School concepts to address systemic issues within the school environment. Additionally, 20% of the training will cover the use of Reality Therapy for addressing non-systemic, individual challenges. This balance will be reflected in role-play exercises and discussions with an emphasis on relationships and connecting behaviours.

Teaching Ethics

Participants are encouraged avoid to playing themselves in role plays in which they discuss their own personal or family issues, since our training mandate is educational, not therapeutic. Please refer to the Code of Ethics found on the Glasser Australia website: <https://glasseraustralia.com.au/>

Exceptions

1. Any requests for unusual exceptions for compelling reasons beyond what is stated above need to be put in writing and directed to Glasser Australia's Training Officer. This application can be found on the Glasser Australia website: <https://glasseraustralia.com.au/>
2. Either the Training Officer or the person requesting the exception may ask for the Glasser Australia Board to review the exception if either is uncomfortable with the decision.

ADVANCED INTENSIVE TRAINING (27 Contact Hours Intensive Program)

Scheduling And Structure

1. Intensive training courses require a minimum of 24 hours to meet competency standards.
2. It is recommended that Intensive Training Courses be completed in a format of 4 consecutive days.
3. It is acceptable to complete an Intensive Training Course experience within a 90-day period if a consecutive day format is not feasible. The 4-day format is still recommended for the continuation of strong, positive relationships and content competency building.
4. The Glasser Australia Training Officer is responsible for the approval of a scheduled Advanced Intensive Training.
5. Once a group of at least 8 candidates are identified by Glasser Australia, the Training Officer will engage a Senior Faculty instructor to schedule the Advanced Intensive Training, or an Advanced Intensive Training can be requested and organised by a Senior Faculty instructor with a group of at least 8 candidates.
6. The Senior Faculty instructor is responsible for communication with all candidates, organisation of the venue and ensuring that the payment of participant fees has been paid to Glasser Australia prior to the commencement date.

Completion Process

1. At the conclusion of the AIT participants will be awarded a *William Glasser International Certificate of Completion* printed by Glasser Australia and sent to the instructor for distribution.
2. Participants are invited to complete an AIT Self-Evaluation form found on the Glasser Australia website: <https://glasseraustralia.com.au/>
3. The Senior Faculty instructor ensures the paperwork is submitted to Glasser Australia, who in turn, submits participant information and fees to William Glasser International.

Advanced Intensive Training Content

1. The Advanced Intensive Training is primarily designed to afford the participant an opportunity to study Choice Theory concepts in much greater depth, build their skills and facilitate the personal internalisation of Choice Theory concepts.
2. During this training, participants are expected to participate more actively than during the Basic Intensive Training. There is more time allotted to role playing and processing of the role plays.
3. During this training, participants increase their knowledge of the interrelationship of the various components of the Reality Therapy process.
4. Participants are expected to participate fully in role playing as both the and the client and explore the utilisation of Reality Therapy process with a wide variety of client populations.
5. Instructors place more emphasis on the need to understand the behaviours of both the coach/counsellor and client from the perspective of Choice Theory.

Reading Requirements

1. It is also encouraged that participants become familiar with Dr. Glasser's books. A list of recommending books can be found on the Glasser Australia website: <https://glasseraustralia.com.au/>
2. Accommodations can be made for persons needing visual, hearing, translation, or other adaptive devices.

Attending Additional Intensive Trainings

A person wishing to attend an additional intensive training may do so with the permission of the instructor without paying full cost.

Attendance

1. It is expected that the instructor of the training will exercise good judgment in deciding if more than one non-certified person is to attend.
2. People are not encouraged to drift in and out of the trainings, however if required they are to establish their attendance schedule in advance and have it approved by both the instructor(s) and the organiser. Attendance at intensive trainings is a requirement for instructors-in-training, who may attend any intensive training without paying a further tuition fee, but they will first secure the approval of the intensive training organiser and instructor(s).

PRACTICUM OVERVIEW (30 Hours Combination Program)

It is recommended that practicums be supervised by instructors who are not associated with the participants' workplace.

Preparation For Basic Practicum

It is the responsibility of the practicum supervisor to verify that each participant has attended a Glasser Australia approved Basic Intensive Training prior to beginning the Basic Practicum and to ensure that all participants have completed the BP Registration Form, and this is submitted to Glasser Australia.

Scheduling And Fees

1. In terms of the Basic Practicum, there can be no more than eight (8) participants to one practicum supervisor. In terms of the Advanced Practicum, there can be no more than eight (8) participants to one practicum supervisor. This allows for deeper discussions and clarification of All Choice Theory concepts.
2. Any deviations to the recommended maximum numbers will be submitted in writing to the Training Officer prior to the training commencement date for approval.
3. Practicum Registration forms are to be submitted to Glasser Australia administration office session of the practicum. An invoice for the registrations fee will be sent to the Practicum Supervisor.
4. The Practicum will consist of a minimum of 30 hours.
5. The minimum face-to-face contact hours are 18.
6. A recommended interval of six (6) months between the basic and advanced training sessions is suggested to allow new practices to integrate effectively.
7. If the agreed-upon time of supervision has expired and the participant is not yet ready for the next level of training, further negotiation might take place for additional supervision.
8. Practicums can be offered online. Working online requires different skills and practicum supervisors need to prepare in advance to handle the challenges of engagement, difference in attention span in this format, materials to be used, screen sharing and excellent technology protocols.
9. The fees for Practicums are either set by Glasser Australia or negotiated between the practicum supervisors and trainees.

Completion Process

1. Once the practicum is successfully finished participants are required to complete a Practicum Completion form to be submitted to the Practicum Supervisor.
2. When the completion forms are returned to Glasser Australia, a digital certificate of completion will be emailed to each practicum participant.
3. All participants are invited to complete a BP or AP Self-Evaluation form found on the Glasser Australia website: <https://glasseraustralia.com.au>
4. The Practicum Supervisor may review and discuss a participant's self-evaluation needs prior to attendance at their next level of training. A final self-evaluation may be added to this form if required.
5. Toward the end of the Basic Practicum, the Supervisor identifies candidates for an Advanced Intensive Training (AIT) and advises them to complete *Interest in Attending* an AIT. This form requires self-evaluation by the candidate, co-verification from their Basic Practicum Supervisor, and is to be submitted to the Glasser Australia Training Officer. This ensures that participants are ready to attend the training, and that they are ideally placed with a different instructor than the one with whom they took their Basic Intensive Training. Forms can be found on the Glasser Australia website: <https://glasseraustralia.com.au>

Structure

1. The names of approved, current dues-paying Basic and Advanced Practicum Supervisors are made available to people on the Glasser Australia website: <https://glasseraustralia.com.au>
2. These time requirements are stated as minimums. It is the responsibility of the Practicum supervisor to determine, based upon demonstrated knowledge and skills, the actual time requirements for each participant.
3. Any deviations from these guidelines are to be approved in advance by Glasser Australia's Training Officer.

BASIC PRACTICUM CONTENT

Basic Practicum aims to assist the participants to become more familiar and comfortable with Choice Theory, Reality Therapy and Lead Management.

Intensive Practice

Emphasis is placed on role plays and casework, allowing participants to gain sufficient experience and feedback in preparation for the Advanced Intensive Training.

The value of journaling and other self-evaluation tools is emphasised.

Reading Requirements

Participants are expected to read more of Dr. William Glasser's works, especially "Choice Theory: A New Psychology of Personal Freedom" and "Counselling with Choice Theory: The New Reality Therapy," and submit personal responses to their reading, demonstrating their application of these concepts in their work and/or everyday life. This stage aims to strengthen participants' awareness and understanding of the relationship between Choice Theory, Reality Therapy, and Lead Management.

Personal Learning (min12hrs)

During the Basic Practicum, each participant is required to complete a minimum of 12 hours of personal study. The following are suggested pieces to showcase their learning:

1. **Two Growth Reports (or Journal Entries):**

Participants will demonstrate their knowledge and understanding of Choice Theory, reflecting on how this internal philosophy of motivation has impacted their lives personally and/or professionally.

2. **One Case Study:**

Participants will provide a recount of a Reality Therapy conversation, illustrating how they applied Reality Therapy principles. Annotating the Reality Therapy conversation will demonstrate Choice Theory learning and areas of opportunity for growth.

3. **Two Book Reports:**

Participants will reflect on two different books by William Glasser, sharing how the content resonated with them. They should note aspects that aligned with their beliefs, concepts that challenged their thinking, and key takeaways from each book.

These homework pieces may be presented in any format the participant feels best demonstrates their understanding and knowledge.

It is **important to note** that this personal study is not intended to be an academic exercise but rather an opportunity for participants to share how they have embraced and internalised the concepts of Choice Theory in their lives.

Accommodations

Accommodations can be made for persons needing visual, hearing, translation, or other adaptive devices.

Completion Process

1. Once the practicum is successfully finished participants are required to complete a Practicum Completion form and submit to the Practicum Supervisor.
2. The Practicum Supervisor will email the completion forms to Glasser Australia Office to be entered in the training data base. gadmin@glasseraustralia.com.au
3. When the completion forms are returned to Glasser Australia, a digital certificate of completion will be emailed to each practicum participant.

ADVANCED PRACTICUM CONTENT

Scheduling and Structure

1. The Advanced Practicum is scheduled similarly to the Basic Practicum, with the same times, participant numbers, and financial arrangements.
2. The practicum will consist of a minimum of 30 hours, with at least 18 hours being face-to-face.
3. Additional time and support may be provided to participants as needed.

Preparation for Certification

1. During the Advanced Practicum, preparation begins for attendance at Certification.
2. Each participant is provided the opportunity to share examples of how they are implementing Dr. Glasser's concepts in their professional and/or personal life. These can include, but not limited to, workshops, videos, infographics, collaborative projects, networking events, case studies, games, short courses, stories etc. This short presentation is a requirement for Certification and will be made to the small Certification group.

Reading Requirements

Participants are expected to read more of Dr. William Glasser's works and continue integrating Choice Theory principles into their life.

Intensive Practice

1. Participants focus on intensive practice as both coach/counsellor and client and learn how to provide constructive feedback to others.
2. A participants' readiness for Certification is co-verified between the Advanced Practicum Supervisor and the participant through discussion and self-evaluation of the required competencies.

Quality Control and Feedback

1. The co-verification process serves as quality control. It is crucial that the Advanced Practicum Supervisor provides every participant with the feedback needed for skill development and self-evaluation of readiness for Certification.
2. Advanced Practicum Supervisors will only recommend participants who are ready for Certification.

Certification Recommendation

1. Once recommended to attend Certification by the Advanced Practicum Supervisor, participants are generally expected to become Choice Theory/Reality Therapy Certified (CT/RTC).
2. Certification is an opportunity to embrace on a deeper level, both Choice Theory knowledge and skills to continue the learning journey with fellow participants and the Certification instructor.

Application Process

1. Prior to the completion of the Advanced Practicum, it is recommended that the *Application to Attend Certification* form be introduced to and reviewed by possible participants. This form is the first step in the Certification application process and reviewing it while the participant is fresh in the supervisor's mind is best practice.
2. It is the candidate's responsibility to ensure their Advanced Practicum Supervisor completes the designated portion of the form.
3. When applying for Certification, the candidate submits the entire application to the Glasser Australia Administration officer.
4. Please emphasize the requirements for 'Preparation for Certification,' as the goal of the Advanced Practicum is for each participant to become certified, enabling them to teach Choice Theory concepts to others and apply Reality Therapy in their daily lives.

Preparation for Certification

1. During Certification, each participant is provided opportunity to share examples of how they are implementing Dr. Glasser's concepts in their professional and or personal life. This demonstrates their ability to teach aspects of Choice Theory, Reality Therapy, and Lead Management through engagement.
2. Participants will prepare two short presentations:
 - A. A Teaching Piece which will demonstrate teaching ability of a Choice Theory concept to a small group.
 - B. A Self-Reflection of how they are using CT/RT/LM personally or professionally.
3. Presentations will illustrate how the principles of Choice Theory have been applied in their work and / or personal life, as well as how they plan to teach these concepts to others.
4. Effective presentations often include innovations, workshops, collaborative projects, networking events, case studies, games, short courses, personal testimonies, etc.
5. Successful presentations typically engage all group members, present relevant and thought-provoking ideas based in Choice Theory, maintain content accuracy, and use humour or interactive activities.
6. The primary goal is to demonstrate knowledge of Choice Theory, Reality Therapy, and Lead Management engagingly.

Completion Process

4. Once the practicum is successfully finished participants are required to complete a Practicum Completion form to be submitted to the Practicum Supervisor.
5. When the completion forms are returned to Glasser Australia, a digital certificate of completion will be emailed to each practicum participant.

Exceptions

1. Any requests for unusual exceptions for compelling reasons beyond what is stated above need to be put in writing and directed to Glasser Australia's Training Officer.
2. Either the Training Officer or the person requesting the exception may ask for the Glasser Australia Board to review the exception if either is uncomfortable with the decision.

CERTIFICATION OVERVIEW (30 Contact Hours Intensive Program)

Certification provides an opportunity to demonstrate knowledge and expand learning. Glasser Australia is dedicated to the ongoing standardisation and enhancement of the Certification program.

Selecting Instructor

When a Certification is requested from a sponsor to Glasser Australia without a request for a specific instructor, Glasser Australia Training Officer will solicit interest from Senior Faculty Instructors in conducting the Certification training course.

When a Certification is requested from a sponsor to Glasser Australia with a request for a specific instructor, either the sponsor or the Training Officer will contact the Senior Faculty Instructor to organise the dates, venue, and to make contact to the participants.

Certification Requirements

All participants in the Certification program will meet certain basic requirements:

1. Participants will demonstrate their skills in using Reality Therapy with both familiar and unfamiliar clients.
2. Participants are also expected to role-play as both coach/counsellor and client, showcasing their ability to self-evaluate and exchange feedback with peers and instructors.

Reading Requirements

1. Prior to attending Certification, participants will read Dr. Glasser's books, "Choice Theory: A New Psychology of Personal Freedom" and "Counselling with Choice Theory: The New Reality Therapy". Familiarity with all his books is encouraged.
2. Additionally, his booklet, "Defining Mental Health as a Public Health Issue," is of key importance.

Teaching Consistency

Senior Faculty instructors and Practicum Supervisors maintain individuality in their teaching methods and approaches, yet content consistency is necessary to uphold a high level of credibility and quality learning experiences.

Presentation Requirements

7. Each participant is provided opportunity to share examples of how they are implementing Dr. Glasser's concepts in their professional and or personal life. This demonstrates their ability to teach aspects of Choice Theory, Reality Therapy, and Lead Management through engagement.
8. There are two short presentations:
 - C. A Teaching Piece which will demonstrate teaching ability of a Choice Theory concept to a small group.
 - D. A Self-Reflection of how they are using CT/RT/LM personally or professionally.
9. Presentations will illustrate how the principles have been applied in their work, personal life, or how they plan to teach them to others.
10. Effective presentations often include innovations, workshops, collaborative projects, networking events, case studies, games, short courses, personal testimonies, etc.
11. Successful presentations typically engage all group members, present relevant and thought-provoking ideas based in Choice Theory, maintain content accuracy, and use humour or interactive activities.
12. The primary goal is to demonstrate knowledge of Choice Theory, Reality Therapy, and Lead Management engagingly.
13. Bringing additional copies of the presentation for all group members is encouraged. Notes are allowed.
14. Accommodations can be made for those needing visual, hearing, translation, or other adaptive devices.

Submitting Presentations

Participants are encouraged to submit their presentations to the Glasser Australia website, and the International Journal of Choice Theory and Reality Therapy for consideration if appropriate.

Attendance Requirement

Participants will attend each and all Certification program sessions.

At the completion of the Certification program participants will have demonstrated thorough knowledge and skill in Choice Theory, Reality Therapy, and Lead Management.

Certification Designation

Certified individuals may use the title, "Choice Theory/Reality Therapy Certified" or "CT/RTC."

The title "Certified Reality Therapist" is only appropriate where the individual is legally permitted to use the term "therapist" with the acceptable qualifications in Australia or your state.

Licensing and Ethical Practice

1. Certification does not grant a license to practice counselling or psychotherapy; these practices are governed by relevant licensing authorities in Australia.
2. Members of Glasser Australia and William Glasser International will refer to the "Codes of Ethics" of their professional organisations and applicable licensing laws for counselling/psychotherapy practices.
3. CT/RTC individuals inspired to share Choice Theory concepts with others are endorsed to teach *Take Charge of Your Life* program supported by Glasser Australia and William Glasser International.
4. Prior to facilitating a *'Take Charge of Your Life' program*, CT/RTC individuals are encouraged to participate in mentoring program, which offers an in-depth understanding of the program and provides examples of effective teaching methods.

Accommodations

Accommodations are available for individuals needing visual, hearing, translation, or other adaptive devices.

Attending Additional Certifications

1. Those who are already CT/RTC may attend an additional Certification but will first obtain approval from the Training Officer and the instructor of choice.
2. There can only be one (1) observer per group. Observers are advised that when making a request to attend a Certification program that they commit to being with the Certification group the entire twenty eight (28) contact hours. They are also asked to remember that the Certification is being conducted for the benefit of the trainees.

Exceptions

1. Any requests for unusual exceptions for compelling reasons beyond what is stated above need to be put in writing and directed to Glasser Australia's Training Officer.
2. Either the Training Officer or the person requesting the exception may ask for the Glasser Australia Board to review the exception if either is uncomfortable with the decision.

FACULTY PROGRAMS

Faculty

The information enclosed within this section is relevant to participants wishing to continue on with Faculty Training to become a Practicum Supervisor or Basic Intensive Training Instructor.

All faculty members who pursue Faculty level of training are required to be current fees paying members of the Glasser Australia and will have signed the current Faculty Agreement and Publish Agreement forms. These forms can be found on the Glasser Australia website: <https://glasseraustralia.com.au> or through the Glasser Australia Administration Office: admin@glasseraustralia.com.au

It is important as a faculty member and for those considering this option, to become familiar with the programs, policies and procedures set out in the *Glasser Australia Training Policy and Procedures* manual, which can be found on the Glasser Australia website: <https://glasseraustralia.com.au> or by emailing the Glasser Australia Administration Office: admin@glasseraustralia.com.au

Faculty Training

The purpose of faculty programs is to ensure that all upcoming faculty members exhibit high quality knowledge and skills required to teach CT/RT/LM in an effective and supportive way. All credentials obtained through these training programs are fully endorsed by Glasser Australia.

Both the Practicum Supervisor and Basic Intensive Training faculty programs are scheduled and organised by the Glasser Australia Training Officer in consultation with Senior Faculty instructors who are contracted for the program. This level of training is sponsored by Glasser Australia

It is expected that on beginning the Practicum Supervisor Program that the participant become a member of Glasser Australia and complete the Faculty Agreement and Publish Agreement forms. Completed forms are forwarded to the Glasser Australia administration office to complete the process of becoming an Australian Registered Faculty Member. All forms can be found on the Glasser Australia website: <https://glasseraustralia.com.au>

All relevant forms will be sent out in the training packs ready for the Endorsement stage of training.

Both levels of Faculty Training (Practicum Supervisor and Basic Intensive Training Instructor) consist of four different Training Phases:

- Level 1 Preparation phase
- Level 2 Training phase – 32 hours intensive
- Level 3 Preparation phase
- Level 4 Endorsement phase – 32 hours intensive

At the preparation phase of training the participant works closely with a registered Faculty Program Consultant.

At both Training and Endorsement phases the participant is required to attend 32 contact hours of training, while working with a group of trainees of the same level.

Numbers

The maximum number of participants for the Faculty Training Phase is twelve (12) and for the Faculty Endorsement Phase is eight (8). The minimum recommended number is six (6), but the minimum required is three (3).

All other deviations to the minimum and maximum numbers are to be applied for in writing (for record keeping purposes) to the Training Officer for approval.

Faculty Program Consultant

The Faculty Program Consultant's (FPC) role is an essential part of the Faculty Program learning process; their main role is to mentor the trainee faculty member through their training phase.

The FPC can support the trainee by sharing their knowledge and past experiences; the FPC will support the trainee by building on existing strengths and working through areas for improvement.

The FPC is expected to provide situations in which the trainee can participate in Basic or Advanced Practicums or Basic Intensive Trainings.

The FPC is expected to charge a mentoring fee for each preparation period (recommended fee: \$350-\$500); which is an amount agreed upon between the trainee and FPC.

Any registered faculty member interested in becoming a Faculty Program Consultants (FPC) will be required to forward a completed "*Commitment Application to be an Approved Faculty Program Consultant*" to the Glasser Australia office with their \$50 administration fee.

The following steps will be adhered to when registering for faculty training:

1. Participant to select and contact a registered Faculty Program Consultant (list of current registered FPC's at <https://glasseraustralia.com.au/>).
2. Participant and FPC to negotiate and set the conditions of their working together (e.g., fee \$350-\$500, time requirements, number of mentoring hours, participation in practicum/intensive weeks etc.).
3. Participant forwards letter of Intent and \$50 administration fee to the Glasser Australia office (Letter of Intent will be signed by FPC and participant). Institute will then forward Practicum Program Syllabus, Checklist of Competencies and an Application to attend Faculty Training.
4. Trainee then works with FPC fulfilling the requirements of their preparation phase and completing the Checklist of competencies for their specific level of training (e.g., Checklist of competencies practicum supervisor phase I field).
5. On completing Checklist of competencies both trainee and FPC sign off, trainee then forwards this document with Application to Attend Faculty Training with \$200 nonrefundable deposit to Glasser Australia office to secure their position in the training week.
6. On receiving application, signed competencies and deposit the Glasser Australia office will forward details regarding the training (e.g. venue, times, requirements).
7. Trainees attends 32 contact hours of the intensive program to fulfil training requirements.
8. Trainees will complete all required paperwork and return to the instructors on the last day of training, the instructor is to forward these on to the Glasser Australia office.
9. Each individual trainee will be sent a copy of their exit interview and program evaluation from the instructors for their records.
10. There are no certificates for the Preparation and Training Phase of the faculty programs, however on completion of the Endorsement Phase a certificate will be emailed out to participants directly from the Glasser Australia.

Faculty Programs in Detail

1. Faculty Practicum Supervisor Program

Training Phase: is conducted by two instructors; one instructor is to have previously instructed a faculty program. In some circumstances the training officer may approve a Senior Faculty Instructor in Training to be the second instructor.

Endorsement Phase: is conducted by two instructors; one needs to have been involved in the initial training phase of this specific program. In some circumstances the training officer may approve a Senior Faculty Instructor in Training to be the second instructor.

2. Faculty Basic Intensive Training Program

faculty program. In some circumstances the training officer may approve a Senior Faculty Instructor in Training to be the second instructor.

Endorsement Phase: is conducted by two instructors; one needs to have been involved in the initial training phase of this specific program. In some circumstances the training officer may approve a Senior Faculty Instructor in Training to be the second instructor.

Assigned instructors will be sent out a Training Contract stipulating conditions of payment, times and location and the cancellation policy and procedures.

Two Senior Faculty Instructors are required for both the Training Phase and Endorsement Phase of training. The second instructor can be a Senior Instructor in Training when required.

PRACTICUM SUPERVISOR PROGRAM SYLLABUS

Upon successful completion of the Practicum Supervisor Program, the candidate will be able to supervise Basic and Advanced Practicums.

The program consists of four phases:

- Preparation Phase I (Field)
- Training Phase - 32 hours intensive
- Preparation Phase II (Field)
- Endorsement Phase - 32 hours intensive

Both the Training Phase and Endorsement Phase involve 32 contact hours. Glasser Australia-sponsored training programs are held (if attendance warrants it), in conjunction with The National Conference. This level of intensive training requires that both the candidate and the Faculty Program Consultant (FPC) take on a greater amount of responsibility for the learning process than previous in trainings.

The FPC closely supervises the candidate who works on skills and meets certain criteria in their field experiences prior to being recommended by the FPC to attend the Training or Endorsement Phase.

Prerequisites For Practicum Supervisor Programs: The candidate is Reality Therapy certified and prior to the Training Phase, has completed at least 24 hours of preparation with their FPC and observed a Basic or Advance Practicum.

Preparation Phase I (Field)

In this Preparation Phase the candidate chooses an approved Faculty Program Consultant and signs a contract with them. That contract spells out the conditions of their working together, i.e. fees, time requirements, number of mentoring hours and joint responsibilities.

Candidates then submit a *Letter of Intent* to Glasser Australia Administration Office: gaadmin@glasseraustralia.com.au, along with a \$50.00 application fee (the Application fee is part of the total Training Phase fee). Once reviewed by the Training Officer, a packet of materials is sent to the candidate from Glasser Australia.

The 24 hours of preparation time with the FPC includes 12 hours observing practicum training in consultation with their FPC as well as 12 contact hours with their FPC (zoom or face to face sessions).

I. Curriculum

Understanding Choice Theory, Reality Therapy and Lead Management

1. Teach entire chart with examples
2. Discuss and recommend CT/RT/LM books and publications
3. Know Certification competencies required

Role-Play/Skill Development

1. Set up a role-play
2. Understand the interrelationship of RT and CT
3. Demonstrate their own role-play proficiency and repertoire of questions

Lecture/Activity/Questions and Answers

1. Know when and why lectures and activities are most effective
2. Know how to engage participants and process activities

II. Outline of Practicum

1. Review the differences in expectations between Basic and Advanced Practicum
2. Develop outlines for each level of practicum
3. Assist with candidates individual Certification presentations
4. Consult with candidates who are not ready for Certification
5. Develop strategies for handling difficult situations and participants
6. Create own teaching materials

III. Professionalism

1. Awareness of Policies and Procedures
2. Understand the Certification Process
3. Remain a current member
4. Sign the Faculty Agreement
5. Sign the Publication Agreement
6. Know the ethics and liability issues

IV. Business Management

1. Awareness of marketing, fees and recruitment issues
2. Understand the logistics of Practicums
3. Explore options for further involvement in Glasser Australia (Board member, Advertising specialist, Social media specialist)

Training Phase (32 contact hours intensive program)

Prerequisites: Prior to registering for this phase, the candidate and the FPC complete and sign the Checklist of Competencies found on the Glasser Australia website. This is verification of the trainee's skills acquired during the Preparation Phase. This document also confirms that the candidate has completed at least twenty-four (24) hours of preparation with their FPC.

Twelve (12) hours of the twenty-four (24) will be spent actively observing practicums in consultation with the FPC and the other twelve hours will be spent in direct contact with the FPC (Zoom and/or face-to-face sessions).

The Training Phase focuses on increasing the candidate's CT/RT/LM knowledge as well as refining their role play skills, which the candidate has acquired in field experience.

The curriculum is as follows:

I. Curriculum

Role-Play

1. Act as clients appropriate for skill level of the students in practicum
2. Define the elements of a quality role-play
3. Apply techniques to intervene and teach role-plays, e.g. paradoxical, metaphorical
4. Guide participants to improve their role-play skills
5. Recover and teach from a less than effective role-play
6. Involve and engage all participants in quality learning during a role-play
7. Demonstrate counselling and managing skills
8. Demonstrate role-plays from a variety of settings and with many different degrees of difficulty
9. Teach from a role-play

Self-Evaluation and Feedback

1. Define self-evaluation and assist others to self-evaluate
2. Model self-evaluation
3. Provide effective feedback during and at the end of a role-play
4. Give feedback that is non-critical and in consultation with the participant
5. Elicit feedback in CT/RT terms from participants
6. Demonstrate alternate ways of approaching a role-play
7. Teach the standards and expectations of The William Glasser Institute
8. Consult with participants whose self-evaluation differs from your evaluation of their performance.
9. Consult with participants who are not yet ready for Certification

II. Instructional Skills

Teaching

1. Gain and hold the attention of a group
2. Check for understanding
3. Apply concepts to life and demonstrate this
4. Use a variety of teaching methods to accommodate various learning styles
5. Use teachable moments as they arise
6. Provide questions and answers which will promote learning
7. Provide opportunities for participants to develop listening and communication skills

Communicating

1. Relate content to the wants and needs of participants
2. Ask participants open-ended questions
3. Disclose 'self' in a responsible and non-intrusive way
4. Use humour that is appropriate
5. Communicate with the 7 Connecting Habits
6. Demonstrate embracing responsibility for their own learning
7. Assist participants to evaluate the usefulness of activities
8. Provide multiple opportunities for participants to connect and learn from one another
9. Gently challenge participants' current knowledge and skill
10. Provide many learning opportunities for participants to use the Reality Therapy process
11. Engage and teach participants with different levels of knowledge and skill

Self-Managing

1. Share level of integration of CT/RT and LM in professional and personal life
2. Meet participant needs effectively as a supervisor
3. Be curious about the impact your behaviour has within the group
4. Know your areas of strength and areas of improvement
5. Develop effective self-evaluation skills
6. Develop teaching materials
7. Check for clarity and accuracy within a teaching group
8. Select appropriate teaching activities and materials
9. Continually upskill and develop materials to stay current

Professionalism

1. Play clients not self
2. Net work with others in your region
3. Gain more comprehensive knowledge of ethical issues
4. Work effectively and collaboratively with colleagues
5. Present yourself professionally

Preparation Phase II (Field)

Prerequisites: It is expected that during Preparation Phase II (preparation for Endorsement), the candidate co-leads at least one complete practicum, preferably an advanced one. The purpose is to enhance skills in dealing with issues unique to the Advanced Practicum such as a student not being ready for the Certification Training. In order to be eligible for Endorsement, the candidate and the FPC complete the Checklist of Competencies and both sign verifying the candidate's knowledge and skill.

Preparation time: 24 hours of preparation with FPC, this includes 12 hours observing practicum training in consultation with their FPC and 12 contact hours with their FPC (e.g., zoom and or face to face).

Endorsement Phase (32 contact hours intensive program)

The purpose of the Endorsement Phase is for the candidate to demonstrate competency to lead a practicum and effectively represent Glasser Australia in supervising both Basic and Advanced Practicums. The Endorsement Phase may be viewed as an ongoing practicum with each candidate weaving in and out as supervisor. In this process, the candidate has many opportunities to demonstrate their knowledge of Choice Theory, Reality Therapy, and their skills in leadership.

Specifically, the candidate demonstrates competencies by:

1. Demonstrate how to set up a role-play
2. Demonstrate the well-timed use of a teachable moment throughout a role-play experience
3. Draw role-play situations through the Choice Theory Chart in a clear and concise manner
4. Explain and teach lead-management through role-play
5. Teach the conditions of quality
6. Understand the four ways of relating through role-play
7. Demonstrate the ability in role-play to have a dual focus, i.e. to stop a role-play and capture a teaching moment and then return to role-play
8. Manage questions about other modalities accurately and discuss their effectiveness in Choice Theory terms
9. Evaluate personal and professional readiness for endorsement
10. Demonstrate how to offer and receive feedback
11. Demonstrate the ability to be flexible and teach from a less than adequate role-play
12. Demonstrate the ability to use different role-play structures to teach the entire Reality Therapy process
13. Have accurate knowledge of the Programs, Policies, and Procedures Manual
14. Demonstrate knowledge of ethical issues
15. Manage a disruptive group
16. Use different role-play structures to teach the entire Reality Therapy process

Completion Process

1. Receives and gives feedback in effective ways
2. Demonstrates ability to develop their own professional and engaging materials and shares a sample of personal materials which reflect the work done with FPC in the field
3. Participates in an exit interview with instructors to develop a plan for ongoing learning

BASIC INTENSIVE TRAINING INSTRUCTOR PROGRAM

Basic Training Instructor program consists of four phases:

- Preparation Phase I (Field)
- Training Phase - 32 hours intensive
- Preparation Phase II (Field)
- Endorsement Phase - 32 hours intensive

Both the Training Phase and Endorsement Phase involve 32 contact hours. Glasser Australia-sponsored training programs are held (if attendance warrants it), in conjunction with The National Conference. This level of intensive training requires that both the candidate and the Faculty Program Consultant (FPC) take on a greater amount of responsibility for the learning process than previous in trainings.

The FPC closely supervises the candidate to ensure they meet certain criteria in their field experiences prior to being recommended by the FPC to attend both the Training Phase and the Endorsement Phase. After the Training Phase the instructors communicate with the FPC to share specifics which are to be the learning focus during the preparation phase II.

Prerequisites for Entrance: The candidate is an approved Practicum Supervisor who has completed at least one practicum in its entirety. The candidate has organised and co-facilitated at least one Basic Intensive Training in the 12 months before the Training Phase.

Preparation Phase I (Field)

In Preparation Phase I (which takes place at least six months before the scheduled Training Phase) the candidate chooses a Faculty Program Consultant and signs a contract with them. The contract explains the conditions of their working together i.e. fees, time requirements, number of mentoring hours and joint responsibilities. The candidate then submits a *Letter of Intent* to Glasser Australia along with a \$50.00 application fee. Once reviewed by the Training Officer, a packet of materials is sent to the candidate from Glasser Australia.

The focus in the field with the FPC is on presentation skills, development of materials and activities all of which interweaves with role-play competencies. Since role-play is the core of what is taught, approximately 75% of the time is devoted to teaching from role-plays.

Presentations / Materials / Activities / Role-Play

1. Review the impact of having 75% of the training focused on role-play
2. Understand how to create an atmosphere of trust that fosters learning
3. Draw role-play situations through the Choice Theory Chart in a clear and concise manner
4. Understand and demonstrate the interrelationship between Reality Therapy and Choice Theory
5. Develop opening and closing activities
6. Develop useful handouts and materials
7. Continue to monitor competency levels through self-evaluation and co-verification with FPC
8. Manage questions about other modalities accurately and discuss their effectiveness in Choice
9. Theory terms
10. Evaluate personal and professional readiness for training
11. Offer and receive feedback
12. Prepare an Intensive Training outline which shows how to integrate activities and materials
13. Schedule continuous concurrent evaluation
14. Discuss managing a group
15. Prepare a 10-minute presentation on the chart
16. Develop a plan for training

Training Phase

Prerequisites: Prior to registering for this phase, the candidate and the FPC completes the Checklist of Competencies, which is signed by both as co-verification of the candidate's skills acquired during Preparation Phase 1. It also confirms that the candidate has supervised one complete practicum and has organised and co-facilitated at least one Basic Intensive Training program in the 12 months before the Training Phase.

Emphasis is on role-play proficiency and ways to enhance participant role-play skills.

Areas for improvement are discussed with the candidate. Both the candidate and the instructors of this Training Phase, share the learning plan with the FPC.

The Training Phase focuses on role-play practice, role-play competencies, questioning techniques and managing skills.

1. Work with a variety of clients, including those familiar and unfamiliar to you
2. Manage difficult situations as a systems problem
3. Demonstrate the integration of CT/RT/LM through role-plays and self-evaluation
4. Discuss and process role-plays from a CT/RT/LM perspective
5. Know and demonstrate the differences on the chart between CT and RT
6. Provide feedback through demonstration, which shows alternate ways of providing feedback
7. Use different role-play structures to teach the entire RT process
8. Demonstrate the ability in role-playing to have a teachable moment and then return to role-play
9. Develop a learning plan for ongoing work with the FPC
10. Manage a disruptive or disengaged group member
11. Evaluate personal and professional readiness for endorsement
12. Use a variety of teaching methods to accommodate different learning styles
13. Present content of instruction in a useful and engaging manner
14. Review the business aspects of marketing and pricing

Preparation Phase II (Field)

Prerequisites: In the Preparation Phase II the candidate co-facilitates a minimum of at least two Basic Intensive Trainings, preferably with two different instructors.

In order to be eligible for Endorsement, the candidate works with the Faculty Program Consultant to co-verify competencies and skills required for the final phase of the program. It is important that the Checklist of Competencies be filled out together and that both the candidate and the FPC sign the document as co-verification of skills.

Endorsement Phase (32 contact hours intensive program)

The purpose of the Endorsement Phase is for the candidate to demonstrate competency to lead a Basic Intensive Training and effectively represent Glasser Australia. This final phase will focus on Choice Theory concepts, Reality Therapy, Lead-Management and the blending of skill, theory and practice.

The candidate will:

1. Demonstrate how to set up a role-play
2. Demonstrate the well-timed use of a teachable moment within a role-play
3. Walk a role-play through the Choice Theory Brain Chart in a clear and concise manner
4. Explain and teach lead-management through role-play
5. Teach the conditions of QUALITY
6. Understand the four ways of relating through role-play

7. Demonstrate the ability in role-play to have a teaching moment and then return to role-play
8. Manage questions about other modalities accurately relating to the effectiveness in CT
9. Evaluate personal and professional readiness for Endorsement
10. Demonstrate how to offer and receive effective feedback
11. Demonstrate the ability to be flexible and teach from a less than adequate role-play
12. Demonstrate the ability to use different role-play structures to teach the Reality Therapy process
13. Be current and accurate with the Glasser Australia Training Policy, and Procedures
14. Demonstrate knowledge of ethical issues
15. Manage a disruptive or disengaged group
16. Use different role-play structures to teach the entire Reality Therapy process

CHECKLIST

For ALL programs

1. Program Requirements

- Completion of the relevant program requirements which are outlined in the Glasser Australia Training Policy & Procedures - 2024.
- Registration forms sent to Glasser Australia Administration Office.
- Approval for training from Glasser Australia
- Training Instructor contracted
- Letter of Intent* signed by Faculty Program Consultant and participant submitted to the Glasser Australia office along with administration fee of \$50 at least six (6) months prior to training.
- List of competencies completed and co-verified by FPC.

Reference Materials

(supplied by Glasser Australia on receipt of Letter of Intent)

- Program Syllabus
- Checklist of Competencies
- Learning Guide
- Current Glasser Australia Training Policy & Procedures

2. Faculty Membership & Registration

To complete the process of becoming a fully registered faculty member of Glasser Australia and be registered to act in your role as either a Practicum Supervisor or Basic Intensive Training instructor it is necessary that:

- You are a current fees paying member of Glasser Australia (renewed yearly).
- You have signed and submitted the Faculty Agreement (renewed yearly).
- You have completed and signed the Publish Agreement (renewed yearly).
- To practise as an instructor, it is necessary that full membership of Glasser Australia and WGI be current.

NOTE: All applicable forms are available on Glasser Australia website: <https://glasseraustralia.com.au/>

3. Training Fees. (INCLUDES GST @ 10%)

Money orders are made payable to Glasser Australia and forwarded to

Address: PO Box 93, Ipswich QLD 4305.

Email: gaadmin@glasseraustralia.com.au

Note: A payment plan can be organised through the Glasser Australia office.

INTERNATIONAL COURTESY

1. Whenever a faculty member is preparing to work in a country that has an existing Member Organisation (MO), the faculty member or the person organising the training needs to notify the MO by registering the training through that local organisation, aligning with the culture and practices of that member organisation.
2. At the conclusion of training, paperwork and training fees will be sent to William Glasser International through the MO where the training occurred. If there is no MO, then the instructor can send the information and fees directly to William Glasser International.
3. Any training policy and cultural norms followed by the local member organisation will be observed.
4. At the conclusion of training, it is the responsibility of the faculty member to notify the participant's MO of residence of the training completed.

Exceptions

3. Any requests for unusual exceptions for compelling reasons beyond what is stated above need to be put in writing and directed to Glasser Australia's Training Officer.
4. Either the Training Officer or the person requesting the exception may ask for the Glasser Australia Board to review the exception if either is uncomfortable with the decision.

GLASSER AUSTRALIA SCHOLARSHIP APPLICATION GUIDELINES

At Glasser Australia, we are committed to providing opportunities for as many applicants as possible to participate in our training programs. To help you succeed with your scholarship application, we have outlined a clear process below.

Qualifiers

- Resident of Australia.
- Training must be conducted with an instructor in Australia.
- Training funds for Basic Intensive Training, and Advanced Intensive Training will cover the Glasser Australia registration fee.
- For Certification and Faculty Training the scholarship is a set amount of \$500.
- Scholarships are valid for a calendar year.
- Candidates are eligible for one scholarship during the certification process and one scholarship during the Faculty Training process.

Financial Need and Background Information

Glasser Australia is dedicated to supporting applicants who are experiencing financial challenges or come from underrepresented communities. By promoting social mobility and addressing systemic inequities, we aim to enhance diversity and inclusion in education. This ensures that our scholarships reach those who need financial support to continue their educational journey.

We invite applicants to submit genuine documentation that demonstrates their financial need.

Goals

We encourage applicants to outline their educational and career aspirations, showing how these align with the mission of the Glasser Australia Scholarship program. This alignment helps ensure that the scholarship creates a meaningful impact by investing in the future leaders and trainers within the Glasser Australia community. Our goal is to foster professional excellence and support sustainable growth within our organisation.

Personal Testimonial

We invite you to share a personal testimonial that reflects your unique identity, experiences, and reasons for wanting to embrace Choice Theory concepts. With your consent, this testimonial may be featured on the Glasser Australia website for promotional purposes. You have the flexibility to choose the medium through which you present your personal story, allowing you to express yourself in the way that feels most authentic to you.

Applications

To receive a scholarship, the scholarship application form must be completed. Email the signed application to gaadmin@glasseraustralia.com.au with *Scholarship* in the subject line.

The Scholarship Committee will notify the applicant within two weeks of receiving the request.

The information connected to your application is kept confidential.

Scholarship application forms can be found on the Glasser Australia website:

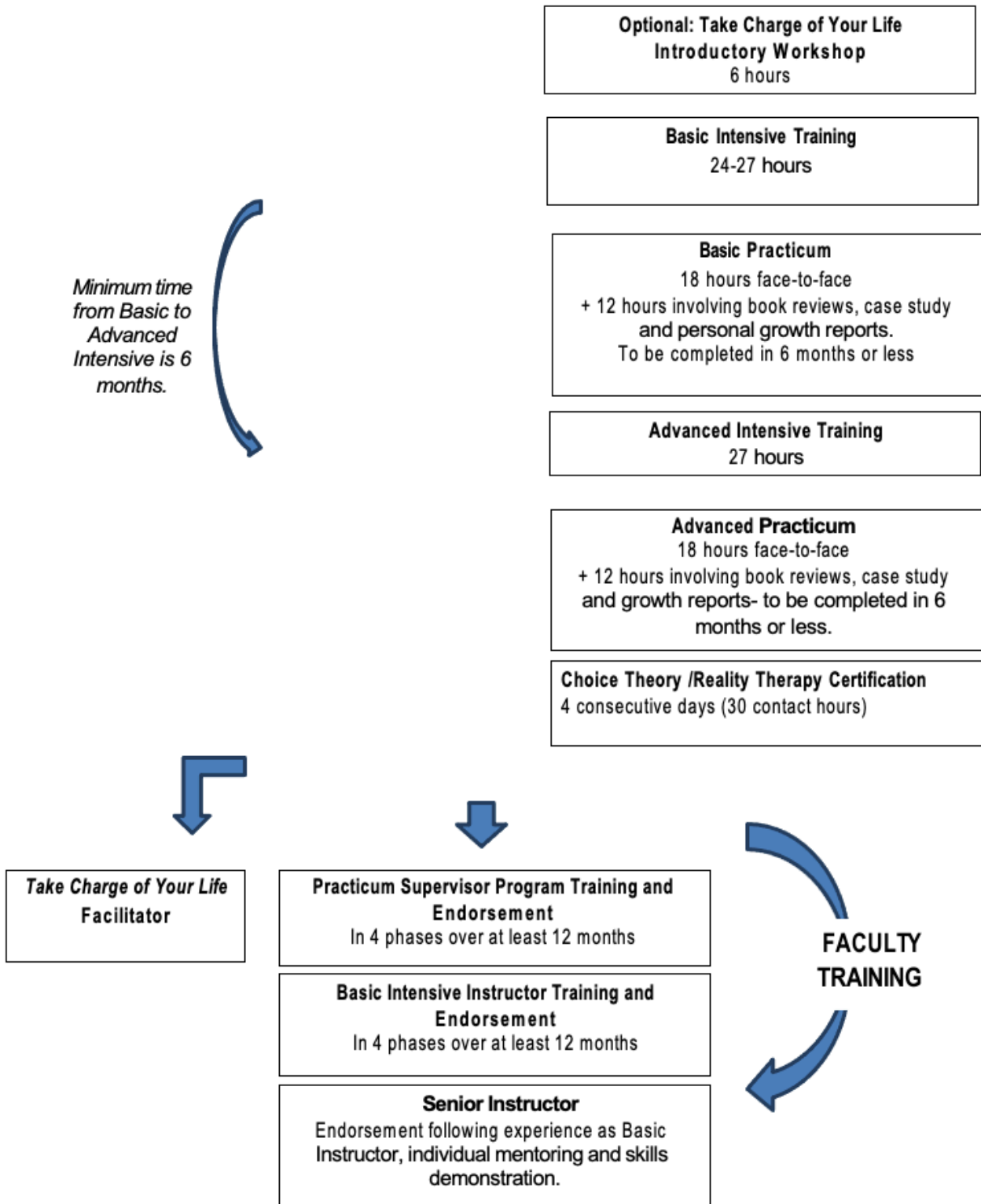
<https://glasseraustralia.com.au/>

Please email completed applications to:

Admin - Glasser Australia

gaadmin@glasseraustralia.com.au

FLOWCHART OF CHOICE THEORY TRAINING OPPORTUNITIES



Summary table of Choice Theory Training with Glasser Australia

Basic Intensive Training	Minimum 24 contact hrs Maximum participants 16 <i>N.B.: Maximum 18 participants in closed Trainings with prior Training Officer approval</i>		1	\$220	\$20 USD (paid by GA)	Introduction to CT/RT/LM.	
Basic Practicum	30 hrs - minimum 18 contact hrs Maximum participants 8	Basic Intensive Training	1	\$45		Expanding knowledge and application of CT/RT/LM as taught in Basic Intensive Training.	
Advanced Intensive Training	27 contact hrs Maximum participants 16	Basic Practicum	1	\$220	\$20 USD (paid by GA)	Advanced knowledge and skills related to CT/RT/LM.	
Advanced Practicum	30 hrs - minimum 18 contact hrs Maximum participants 8	Advanced Intensive Training	1	\$45		Expanding knowledge and application of CT/RT/LM as taught in Advanced Intensive Training.	
Certification	30 contact hrs Maximum participants 12	Advanced Practicum Recommendation from AP instructor co-verifying Candidate readiness for Certification	1		\$20 USD (paid by GA)	Evidence of continued growth in skills, knowledge and application of CTRTLM. Develop and present a teaching/sharing piece demonstrating the knowledge, skills and attributes gained as a result of previous CT/RT/LM training.	Undergo short Mentoring Process to become Take Charge of Your Life program Facilitator * below
Practicum Supervisor (Basic and Advanced)	4 phases over min. of 12 mths	Certification	Faculty Program Consultant FPC	Current annual Faculty membership of GA (\$195AUD)	WGI (\$75 USD paid by candidate)	Learning under the supervision of a Faculty Program Consultant, to teach Basic and Advanced Practicums. Level 1: Preparation Phase I (Field) Level 2: Training Phase Level 3: Preparation Phase II (Field) Level 4: Endorsement	Faculty Member Conduct Basic and Advanced Practicums FPC to Supervisor level
	Prep Phase I (Field) 6 months		2				
	32 hrs intensive training. Maximum participants 12		Faculty Program Consultant FPC				
	Prep Phase II (Field) 6 months		2				
32 hrs Endorsement Maximum participants 8 (10 with Training Officer approval)							

Glasser Australia TRAINING - Policy & Procedures

Basic Intensive Training Instructor	4 phases over min. of 12 mths	Practicum Supervisor	Faculty Program Consultant FPC	Current annual Faculty membership of GA (\$195AUD)	Current annual Faculty membership – as above	Learning under the supervision of a Faculty Program Consultant, to teach Basic Intensive Training. Part 1: Preparation Phase I (Field) Part 2: Training Phase Part 3: Preparation Phase II (Field) Part 4: Endorsement	Conduct Practicums Teach Basic Intensive Training FPC to Instructor level
	Prep Phase I (Field) 6 months		2				
	32 hrs intensive training. Maximum participants 12		Faculty Program Consultant FPC				
	Prep Phase II (Field) 6 months		2				
32 hrs Endorsement Maximum participants 8 <i>Max. 10 with Training Officer approval</i>							

REVIEW

Policy Title	Glasser Australia Training Policy & Procedures		
Developed by	Glasser Australia Training Officer		
Approved by	Glasser Australia Board		
Adopted by	Glasser Australia Faculty Members		
Adoption Date	October 2024	Scheduled Review Date	October 2026
Version	1.0		