

BASIC INTENSIVE TRAINING GUIDELINES

There are no pre-requisites for the Basic Intensive Training (BIT); however parent/carer approval is required if participant is under 18 years of age (*this applies to all levels of training*).

To register a BIT the Instructor/organiser will be required to carry out the following steps:

1. Fill in "Basic Intensive Training Application form" and forward to the Glasser Australia office for approval of training dates.
2. On receiving confirmation from Glasser Australia office a training pack (BIT certificates, BIT feedback forms, membership and book list forms) and invoice will be sent to the nominated person on the BIT approval forms. Training dates for the BIT be posted on the Glasser Australia website.
3. Pay registration fees as to the amount on invoice and return with completed BIT participants' feedback forms within two weeks of completing BIT.
4. Receipt will be forwarded on receipt of payment.

Total fee \$835.00 per person. It is recommended that the Glasser Australia Instructors charge a training fee of **\$835.00** per participant; the \$165 per person registration fee will be invoiced by the institute to the organisation/ instructor on the application form (registration fee covers such things as administration costs and WGI affiliation fees).

27 contact hours:

Open Basic Intensive Training:

- a) Four consecutive days
- b) Two days over two weekends
- c) Evening sessions over a two month period, with organised learning experiences between sessions
- d) Four one day a week sessions over a one month period with learning experiences between sessions

Closed Basic Intensive Training:

- a) Four consecutive days
- b) Four days over one month
- c) Two days followed by two days over two different weekends
- d) Four Professional Development Days over a "school" year (*NB: registration fees must be paid within two weeks of initial PDD*).

Participants will gain a basic understanding of Choice Theory, Reality Therapy and Lead Management practices. The instructor is expected to establish an environment that is conducive to learning and practicing new skills. Training is to be conducted using Lead- Management principles so that participants not only gain a theoretical understanding of these concepts and skills, but also experience these applications in practice.

Approximately 40% of the training focus needs to be on Choice Theory, with major emphasis on the following concepts as noted on Dr Glasser's *Basic Concepts Chart*:

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

NB: It is important that participants have exposure to other concepts on the chart. The degree to which these will be covered will depend on the nature of the group.

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

- The environment
- The procedures that lead to change

- Practising the Reality Therapy process in a variety of settings, with the opportunity to role-play as both the helper and helpee.
- Self-evaluating and processing role-play practice sessions

NB: Participants are not encouraged or permitted to play themselves in role-plays in which they discuss their own personal or family issues, this training mandate is educational, not therapeutic or real counselling.

Approximately 20% of the time should be spent on Lead Management concepts. It is important that participants be exposed to the conditions of quality, the work of Dr. Deming, Dr. Glasser's position on discipline programs and the need for systematic change. Participants should develop a basic understanding of when Lead Management is used and when Reality Therapy is utilised.

Along with the concepts of Choice Theory, Reality Therapy and Lead Management, part of the time during training should focus on professionalism, i.e., the administrative aspects of the Institute, such as:

- Demonstrating proper completion of required forms
- Awarding certificates
- Providing information on college credits
- Discussing institute membership, i.e., name of local regional representative (Glasser Australia website)
- Distributing an updated list of approved Practicum Supervisors (Glasser Australia website)
- Explanation of the Certification process
- Providing information on International and National Conferences

NB: If the training is for schools approximately 40% of the training should focus on using Lead Management to deal with systematic problems and 20% (Reality Therapy) on dealing with the problems that are essentially non-systematic in nature. This emphasis should be reflected in the role-play practice as well as in discussions.

It is also suggested that instructors also have some copies of Dr Glasser's books available for review.

The following information is regarding cancellations and revisions of training dates. Glasser Australia request that all faculty and organisation read the bellow information regarding cancellation and revision of such events.

- Where the Institute is responsible for the organisation of training, and has assigned an Instructor therefore under obligation to fulfil conditions of the signed Training Agreement, Glasser Australia requires **written notification at least 30 days prior to training commencement**. If notice is received after this time administration and Instructor fees may be applied and an invoice covering these costs will be forwarded to the organisation responsible.
- Where the Instructor themselves is responsible for organising the training, time frame for cancellation will be at the Instructor's discretion, Glasser Australia will need to be notified of changes/cancellation. However, it is recommended by Glasser Australia that participants in training be given adequate notice of cancellations or revision of training dates, allowing them to cancel or change any flight and or accommodation bookings.
- It is the obligation of the Instructor / organisation responsible for the training to advise all participants of cancellation /revision date change of the training event.
- Where cancellation occurs after training has been approved and forms have been sent to the Instructor; all unused forms and materials should then be returned to the Glasser Australia Office. At the expense of the organisation/ instructor.