APPLICATION FOR ADMISSION

Please complete the application below. You may attach additional information

to this form as necessary. You may attach a copy of your resume if you wish.

Please mail your application to:

**Dialogue House Associates  
2245 E Enterprise Pkwy - #B1  
Twinsburg, OH  44087**

Advanced Studies Program Application

**Date:**

**A. Name and Address**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Address |  | | | | |
| City |  | State |  | Zip |  |
| Telephone | Day: | | Evening: | | |
| Email |  | | | | |
| Best time and place to call | |  | | | |

**B. Education**

List your educational experience (include any part-time or non-degree study).

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College** | **Degree** | **Major** | **Graduation Year** |
|  |  |  |  |
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**C. Work Experience**

List your employment history with the most recent positions first.

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| --- | --- | --- | --- |
| **Employer** | **Position** | **Start Date** | **End Date** |
|  |  |  |  |
| **Description** |  | | |
| **Employer** | **Position** | **Start Date** | **End Date** |
|  |  |  |  |
| **Description** |  | | |
| **Employer** | **Position** | **Start Date** | **End Date** |
|  |  |  |  |
| **Description** |  | | |
| **Employer** | **Position** | **Start Date** | **End Date** |
|  |  |  |  |
| **Description** |  | | |

**D**. ***Intensive Journal*Workshops Attended**

List below the *Intensive Journal* workshops that you have attended. Please list no more than 10 programs (a workshop series of back-to-back workshops is one program). If you do not remember the specific dates and places, please describe as best you can. Use the back of this sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sponsor** | **City** | **State** | **Workshop** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**E.** **Other Interests and Activities**

List other interests and activities relevant to your interest in the Advanced Studies Program.

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**F. Admission Essay**

Write a brief essay (maximum of two pages) that summarizes

- your interest in Dr. Progoff's work;

- your reason(s) for applying for admission to the Advanced Studies Program;

- how you use the *Intensive Journal* method in your own life and how it has affected your life. (Please provide specific examples.);

- how you intend to use your knowledge from this Program;

**G.  The Nature of a Leader's Responsibilities**

Naturally, you are applying to our training certification program to become trained and authorized to lead Intensive Journal workshops.  You may have taken our workshops at a retreat center where it all seemed to be organized in advance by either Dialogue House or another organization.  
  
However, we expect our leaders to be flexible and responsive to the needs of the workshop to help to make it the best experience possible for participants.  We conduct workshops in a variety of settings besides retreat centers such as at churches, educational institutions, counseling centers, etc.  We may need to identify restaurants, catering vendors, or lodging for participants, assist in publicity, network with key individuals, and conduct introductory sessions (1-3 Hours) to give you some common examples.  During the workshop, events may occur that require your special attention such as dealing with personnel at the center where the program is held,  or helping a participant address certain unique needs that they have. In other words, without knowing the many unexpected situations that may arise, carrying out the responsibilities of a leader are more than the main task at hand of leading the workshop.   Dialogue House will be here to assist you but your ingenuity, resourcefulness, and most of all, willingness to help out to make the program as successful as possible will be key.  
  
Please explain whether you will be a suitable representative for Dialogue House in carrying out these broader responsibilities.  Provide examples of how you have handled similar circumstances in other areas of your life.

**H.  Representing Dialogue House**

Once you complete the training program, you will become a certified representative of Dialogue House that carries responsibilities both in leading the workshop and in its administration.  Here are some prominent examples:- Leading workshops:  You will employ workshop guidelines provided by Dialogue House.  You are representing the work of another person and carrying out the procedures of Dialogue House.  There may be times where you may not agree with one of our policies or procedures but it is important to remain faithful to the process.      
  
    - Reporting:   As a representative of Dialogue House, you will be submitting a report on each workshop that you have led.  The purpose is to help you grow as a leader,  as well as to keep Dialogue House informed about what has occurred, as part of our overall quality control process.   It gives you an opportunity to reflect on the workshop that you led as you continue to refine your skills, a very important part of the ongoing learning process.    
  
    -  Accepting feedback:  We work with each leader to help them develop their skills as much as possible.  Accepting constructive feedback is an important part of the review process.   It is important to be able to take this constructive feedback in a positive way and use it to improve.     
  
Explain whether you will carry out the responsibilities faithfully to the best of your ability  and be a reliable and accountable representative of Dialogue House.  Provide examples to support your conclusion.

**I. Personal Reference from a Certified Leader of the *Intensive Journal*method**

Provide the attached reference form to the leader who will complete and send it directly to Dialogue House Associates.

|  |  |
| --- | --- |
| **Name of leader** |  |

If you do not know a leader, please contact Jonathan Progoff to discuss your situation.

**J. Other Information**

Please provide any other pertinent information for your application.

Please mail your application to: Jonathan Progoff, Dialogue House Associates, 23400 Mercantile Road, Suite 2, Beachwood, OH  44122.

If you are accepted in the program, you can then submit the applicable fees. Thank you for your cooperation.

**Personal Reference**

Please describe the candidate's qualifications for admittance into the Advance Studies Program for the purpose of becoming a certified leader. (You may attach a typed letter.)Your letter should document your ratings for each category of the evaluation form.You should conduct an extensive interview with the candidate prior to completing this form. *Please do not complete this form unless you know the person in depth*. Thank you for your assistance.

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| --- | --- |
| **Name of candidate** |  |

|  |  |
| --- | --- |
| **Name of leader** |  |

**A. Personal Qualities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** |
| **1.** Overall character |  |  |  |  |  |
| **2.**Communication skills |  |  |  |  |  |
| **3.** Ability to relate to people |  |  |  |  |  |
| **4.** Professionalism |  |  |  |  |  |
| **5.** Teamwork |  |  |  |  |  |
| **6.** Humility |  |  |  |  |  |

**B. *Intensive Journal* Method**

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| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** |
| **1.**Knowledge oftheMethod |  |  |  |  |  |
| **2.** Use of the Method |  |  |  |  |  |
| **3.** Interest in the method |  |  |  |  |  |
| **4.** Interest in conducting workshops |  |  |  |  |  |
| **5.** Belief in the value of the program |  |  |  |  |  |

**C. Understanding of the role of a leader  
(see section G of application)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** |
| Understanding of the role of a leader |  |  |  |  |  |

**D. Representing Dialogue House (see section H of application)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** |
| **1.** Leading workshops |  |  |  |  |  |
| **2.** Reporting |  |  |  |  |  |
| **3.** Accepting feedback |  |  |  |  |  |

**E. Overall qualifications for admission**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** |
| Overall qualifications for admission |  |  |  |  |  |

**F. Please provide any additional explanation on topics you deem pertinent.**

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**G. Please explain how you know the candidate.**

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**H**. **Comments**

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| --- | --- |
| **Signature of leader** |  |
| **Date** |  |