

Cultivating Compassion Training (CCT)

Group Guidelines:

There are several guidelines for participation that will ensure the best possible experience for everyone in the group. They help to both protect the privacy of everyone in the room, and also to support maximal learning and engagement.

Confidentiality: please refrain from sharing anything other than your own experience outside of class.

Please make every effort to arrive a few minutes early so you are ready to start on time. If you are running late, feel free to come, and enter the actual or virtual space as quietly as possible. If you need to miss for any reason, please email the instructor.

There will be both small and large group discussions, as well as dyads. These are often the most meaningful parts of the program. As there often isn't time to hear from everyone in the room, please make an effort to practice "conscious participation" by making room for others to speak if you tend to speak frequently in a group and by making an effort to share if you tend to be quiet and hold back. The more we hear from a wide range of people in the class, the better the class will be.

Please refrain from offering advice to others, but feel free to share from your own experience.

Please refrain from using technology other than for the purpose of the class.

Please respect diversity of opinion, background, culture and ability. This course is intended to be accessible to ALL. If the instructor uses language that limits your ability to engage comfortably with the course, please offer this feedback directly either in the course or via email.

If you are participating in an online course, please familiarize yourself with the zoom platform **before** the course begins and be sure to have a strong and steady internet connection. You will be expected to participate each week with both video and audio connected. Please review guidelines for online etiquette.

Guidelines for participation in online CCT

The online learning environment has the potential for profound connection and it also has the potential for distraction and disruption in ways that are unique to this way of connecting.

In order to maximize the benefits and protect the online group and learning environment, please treat this time as if it were an in-person course. Here are some additional guidelines for the online learning environment:

- **Commit to the full class time.** Refrain from checking emails and social media while you're in class and let your family members and co-workers know you'll be unavailable during this time.
- **Join from a location with a strong and stable internet connection.** Though this can never be guaranteed, anything you can do to preempt connection issues will minimize disruption, particularly as there are dyads and small group interactions in CCT. (As a last resort, if you can't get great reception on your computer, you can call in to a local number for audio and use the computer for video.)
- **Become comfortable with the Zoom format before the first call.** Group technical support will be offered by CI before the course. Be sure to download the application and spend time either on their tutorial or with the CI orientation before joining. Although Zoom is very user friendly, there is always a learning curve with a new format.

If you are having a technical issue please notify CI right away.

Make a note of the zoom ID so you have the address handy every week.

- **Join class with the attitude of showing up for an in-person class.** Set yourself up in a room that is quiet, where you can participate undisturbed. It's distracting to the group when people pop in and out of the course, and there is a lot of background activity. You'll be participating in dyads and small group exercises that require you to see your classmates.

Out of courtesy to others in the class, don't join the course from a car, cafe, or other environment where there is distraction and activity in the background.

If you are joining class from your home, children and pets are welcome to participate and often bring moments of delight to the whole group. However, if they are distracting you from fully engaging, find another location where you will be undisturbed.

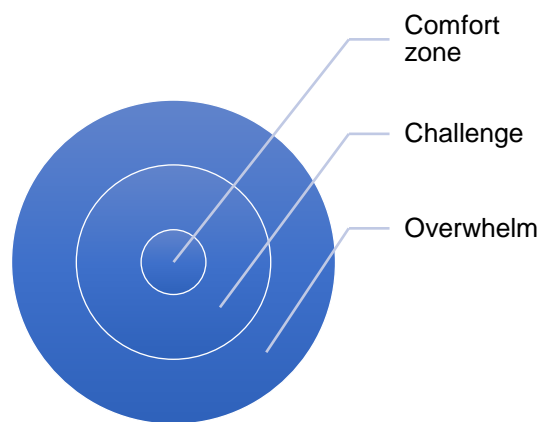
In general, imagine that you are actually in the room with the whole class and adjust your behavior accordingly.

- **Your video should be on while you are in the class.** This is important in creating a supportive and connected environment for the group. Generally speaking, if your

environment isn't appropriate for video, we encourage you to find a more suitable location rather than turning the video off.

- **Please add CCT to your calendar.** Inform those around you that you won't be available - and put a sign on your door if needed to remind people to wait until class is over before coming in. This will also help you protect the confidentiality of what is shared by your classmates during class.
- **Mute yourself when you are not speaking.** There may be either feedback or background sounds that you don't hear that interrupt the experience for others. The instructor and technical support person also have the ability to mute you.
- **Check your video image when you join:** if you are strongly backlit, we can't see any of your facial features and this can distract from the small and large group exchanges. Notice the background and make sure there is nothing that would make you or others feel uncomfortable seeing.

Please take responsibility for your own comfort and safety:



If we always stay in the inner circle of comfort and safety, growth becomes impossible. If we move beyond challenge into overwhelm, growth is also impossible. When there is trauma or overwhelm, it is recommended to return to your comfort zone for as long as necessary. Please adjust your level of participation accordingly.