

ASSISTING AT CTI COURSES

Dear CTI community member:

Congratulations! We are very excited that you have chosen to deepen your learning by assisting at a CTI course.

What does it mean to assist?

As an assistant, you have a very important job. You have the potential to create a huge impact on both the participants and the course leaders from the back of the room, and how you conduct yourself has a great deal to do with the success of the course.

Your biggest job is to hold the space for the participants' learning. What does that mean? It means that you are awake and aware throughout the weekend... that you are present at Levels 2 and 3 for whatever may be needed to facilitate the learning in the room. And while we know you will learn a lot from assisting, we know that you are committed to service -- being and doing whatever is needed in order for the course to have maximum impact.

It is important that you realize that assisting in the back of the room is a privilege, not a right. We know our courses have a big impact on people and we are committed to delivering a quality learning experience each and every time. Assisting at this course assumes that you understand and honor learning and that you are in a place to be able to serve, learn, and dance.

Please read the Assisting Agreements on the following page. ⇒

Assisting Agreements

In order for everyone to have a positive experience of the course, we ask you to read over the following contexts and agreements for assisting. Please indicate that you have read and understand each point by putting your initials in the blank space provided.

PLEASE BRING THIS LETTER WITH YOU TO THE COURSE.

___ I understand that my job is to support the leaders and that holding the space for learning in the room is my primary focus.

___ I understand that I must be present at the course throughout the weekend. (It is a big distraction at Level 3 and damages the safety of a course when people come and go).

___ I understand that I will be meeting with leaders before and after the course. On all course days, I will arrive NO LATER than **1 hour** prior to the course start time. I will plan on staying 1 hour after the course ends each day.

___ I will arrive at the course dressed professionally, and ready to work. I understand that the learning of the course participants is my primary concern and to that end, I may need to be available for assisting duties during breaks and during lunch.

___ I will NOT market/solicit my coaching services to course participants either during the course or after the course is complete. Should a participant approach me about becoming their coach, I will arrange to contact them on another day.

___ I understand that the learning of the course participants is of the utmost importance and the course leaders may give me correction if I am having a negative impact on the participants or the space of the course.

Signature

Please read the Assistant Checklist on the next page⇒

Assistant Check List

Day 1: Before the course begins:

- ___ Meet and check-in with the leaders.
- ___ Help unpack course box and set up the room.
- ___ Check the cover sheet of the faxed roster and course count, and look for names of students who owe money for the course. **Course participation is contingent upon payment. If there are any questions, re: payments, please contact CTI and ask to speak to a registrar.
- ___ **Ask leaders for the Assistant's Accordion File (this file contains paperwork that you will need throughout out the course).**
- ___ Get familiar with the event room.
- ___ Find the thermostat (or the hotel staff person you would contact to help with this function).
- ___ **For courses in California. Take Enrollment Agreements out of brown accordion file and lay out with nametags on table near event room door. (These forms must be signed and collected before the course begins).**
- ___ Prepare nametags and lay them out on table near the event room door.
- ___ Lay out roster and CEU forms on a table near the event room door
(CEU =Continuing Education Units)
- ___ Get the CTI voicemail telephone number & instructions. (Assistants accordion file).
(You will use this number to check voicemail for missing participants).

During the course:

- ___ Remain at Levels 2 and 3 and aware of your impact at all times. Go in and out of room only when absolutely necessary. Keep all distractions to a minimum.
- ___ Check attendance. If there are missing participants, please take the roster and call the participants at home/work to see if you can locate them. (Also check the voicemail system for late or no-show participants).
- ___ Be ready to serve as a participant when needed (Diad or Triad sessions only).
- ___ Help leaders keep time during breaks.
- ___ On instructions from course leaders, interact with hotel staff regarding supplies, beverages, etc. Please note only course leaders are authorized to order items for the course. Assistants are not to take on ordering items from the hotel

During lunch:

- ___ Collect nametags from participant as they leave for lunch.
- ___ Straighten chairs, tidy room, check supplies.
- ___ Many of our hotels have arrangements for Sunday lunch. Please inquire with the leaders if your course hotel has a pre-arranged lunch scheduled. The leaders will advise you how to proceed.

At end of day:

- ___ Collect nametags from participants as they leave.
- ___ Put nametags in alphabetical order on the table.
- ___ Straighten chairs, tidy room, collect anything left by participants.
- ___ Communicate to hotel staff that there is material in room that needs to stay in the room.
- ___ Debrief with leaders.

Day 2 & 3: Before course begins:

- ___ Meet with leaders
- ___ Arrange forms on table at the event room door.
- ___ Check attendance as participants arrive. Check voicemail if there are any missing participants.
- ___ Read through registration instructions (leaders have extra copies). Make sure you understand how to take a course registration. Make sure you have all registration materials handy.

At end of course:

- ___ Collect all course materials and re-pack the course box.
- ___ Check the room for any items left by participants.
(Lost & found materials can be sent back to CTI.)
- ___ Meet with the leaders for course completion.

Video taping of courses.

In San Rafael, CTI will occasionally video tape courses. If a video camera has been delivered to the course location, then the course is to be taped. Assistants are responsible for running the camera. Don't panic! The camera is only pointed at the leaders, NOT the participants. CTI is only interested in capturing the leaders as they teach.

- ___ Pick one assistant to run camera.
(It is suggested that one assistant run the camera and fellow assistants can provide backup).
- ___ Check out the camera. Learn how to turn the camera on/off, as well as change the tapes.
(Ask leaders for instruction).
- ___ Make sure the camera is close enough to the leaders for the microphone to pick up the sound of their voices.
- ___ Keep an eye on the camera and remind participants not to trip over the tripod legs.
- ___ Label each tape with the name and date of the course.
- ___ Label the sequence of tapes: Example: **CCC – Mary B & Jeanine**
Tape 1 of 4
- ___ Turn the camera off during breaks and lunch.
- ___ At end of each day, remove camera from tripod and pack camera in camera bag and hand to one of the leaders. (Leaders will have video camera secured over night).
- ___ At the end of the course, remove tapes from camera and pack camera/tripod.
- ___ Be sure to remove connection plate from the camera and re-attach back onto tri-pod.

Thank you very much for your contribution.