

10 THE TRAINING ENDORSEMENT WORKSHOP (TEW)

- 10.1 Nature and purposes of the Training Endorsement Workshop**
- 10.2 Participants**
- 10.3 Registration for the TEW**
- 10.4 TSTA supervision and letters of recommendation**
- 10.5 Materials for the TEW**
- 10.6 Organisation of a TEW**
- 10.7 Staffing of a TEW**
- 10.8 The TEW programme**
- 10.9 Feedback, Requirements and Recommendations from TEW Staff**
- 10.10 The TSTA Contract**
- 10.11 Content outline for the TEW**
- 10.12 The Training Proposal Outline (TPO)**
- 10.13 Documentation**
 - Endorsement letter for TEW (12.10.1)**
 - TEW Staff Evaluation Form (12.10.2)**
 - TSTA Contract (12.6.2)**

10 THE TRAINING ENDORSEMENT WORKSHOP (TEW)

10.1 Nature and purposes of the Training Endorsement Workshop

The Training Endorsement Workshop (TEW), is an educational, evaluative and prescriptive process designed to prepare and evaluate Certified Transactional Analysts as TA supervisors and teachers. It is conducted by a staff of Teaching and Supervising Transactional Analysts (TSTAs). Responsible for the organisation of the TEW and the staff is the TEW Co-ordinator who is appointed by PTSC.

The TEW is not an examination but evaluative learning with feedback. It is a structure that allows EATA to assess the teaching and supervision skills of CTAs and to ensure that the training being offered to the public will, from the outset, be at a level consistent with their standards and ethics. For the participant, it is an opportunity to decide whether or not they want to make the commitment required to engage in the process of being trained and supervised in order to become a Teaching and/or Supervising Transactional Analyst.

To qualify as a Training Endorsement Workshop, the workshop must be arranged through and approved by PTSC (or T&C of ITAA), be staffed by TSTAs, and follow the format outlined in the description below.

10.2 Participants

Participants are interested in qualifying as a TA trainer and supervisor and offering accredited TA training and supervision.

In addition, they:

1. have passed the COC or BOC Certified Transactional Analyst (CTA) examination in the field of application in which they wish to initiate training
2. have been a Certified Transactional Analyst for at least one year in that field of application

10.3 Registration for the TEW

- Applications must be submitted 4 months before the TEW.
- They should be made to the TEW Co-ordinator.
- Contact details for the TEW Co-ordinator will be found in the EATA Newsletter or on the website.
- Withdrawal more than four months in advance of the TEW date, means the registration fee can be transferred to another TEW in Europe.
- When the withdrawal is between four to two months before the TEW, a transfer of the fee can take place only under extraordinary circumstances. Requests should be made to PTSC. Under these circumstances, EATA will charge 10% of the fee for administrative costs.
- If a participant withdraws less than two months before the TEW, there is no refund.

10.4 TSTA supervision and letters of recommendation

The prospective PTSTA must get live supervision from at least two TSTAs on their teaching and supervision within a year of the date of the TEW. If, in the judgment of these TSTAs, the supervisee is ready to become a PTSTA, each TSTA will complete a recommendation form (see section 12) that the prospective PTSTA must include in the documentation for the TEW.

10.4 Materials for the TEW

All participants must submit one copy of their Training Proposal Outline (TPO) (see section 10.12), six weeks before the TEW to the person nominated by the TEW Co-ordinator in advance. Three additional copies must be available at the beginning on the TEW.

Participants should prepare and take the following to the TEW:

1. A concise, current curriculum vitae.
2. Four copies of an outline of a teaching presentation based on TA theory of the participants' own or other authors' material which would be suitable for a beginning or advanced TA training group.
3. A ten minute presentation selected from the outline above. Each participant will teach this in the TEW and be given feedback and supervision on it
4. A supervision problem for group presentation. Participants should be prepared to supervise a fellow-participant and be supervised by a fellow-participant
5. Two recommendations from TSTAs who have recently supervised the participants' teaching and supervision.

10.6 Organisation of a TEW

1. There will not be more than twenty participants in a TEW. That assumes a staff of six TSTAs, including the TEW Co-ordinator, is available. If fewer staff are available, the maximum number of participants may be set at less than 20, at the discretion of the TEW Co-ordinator.
2. PTSC normally organises two TEWs per year. If there is need, PTSC may organise additional workshops. TEWs will normally be linked to the EATA Conference or Trainers' Meeting in the relevant year.
3. TEWs normally last for three days. However, if there are fewer than eight participants, the TEW Co-ordinator and PTSC Chair can decide to run the TEW over two days.
4. The date of the TEW must be publicised at least 6 months in advance, and will be advertised in the *EATA Newsletter*, *The Script* and the EATA website.
5. The TEW will be conducted in English. PTSC does not provide translators however it may provide bursaries for translators. Participants who need translation must provide their own translators. To allow work in small groups, a guideline is that not more than four participants should share a translator. After the workshop participants can apply for their translator's expenses to the TEW Co-ordinator.
6. In order to honour and maintain the multicultural tradition of the TEW, normally no more than 50% of the participants will be accepted from any one country.

10.7 Staffing of a TEW

1. Staffing of a TEW is on a volunteer basis, and TSTAs give their time and expertise as a service to future PTSTAs and for the advancement of the organisation and dissemination of TA.
2. TEW staff will be reimbursed for their travel, lodging and living expenses.
3. The TEW Co-ordinator is responsible for the administrative work in organising the TEW.
4. During the TEW, a TEW Co-ordinator will serve primarily as a process person with the staff and participants. It is the TEW Co-ordinator's job to explain the meaning and purpose of the TEW to the staff and the participants and to ensure that this is carried through in the evaluation

process with each participant. The TEW Co-ordinator in his role as a supervisor will support the TSTAs in their role as staff members.

10.8 The TEW programme

The TEW is conducted in large and small groups with the staff facilitating active discussion and feedback among workshop participants. The workshop itself is divided into six sections, described in outline form below:

- Orientation
- Teaching
- Supervision
- Training Proposals
- Self-Evaluation
- Individual interviews

In the first four sections, the TEW staff give presentations in the large group or in small groups, followed by discussions relating to training policies and procedures, teaching methods, supervision methods, training programme designs, and ethics and professional standards. The presentations and discussions are normally followed by small-group sessions in which participants will use prepared material to demonstrate their competence and be evaluated on their teaching, supervision, and training proposals. Throughout the process, peer and staff review is used to give feedback to participants on both their strengths and areas for further learning in a supportive and co-operative atmosphere.

10.9 Feedback, Requirements and Recommendations from TEW Staff

The goal of the TEW is to provide the participant with feedback about their strengths and weaknesses as supervisors and teachers, and thus individual interviews and evaluations are a key element in the process. Each participant should receive extensive feedback on areas in which they need to develop skills and establish a plan for their development. There will be requirements and recommendations, which will form the basis of the contract and training programme that the participant creates with the Principal Supervisor with whom he or she signs the TSTA contract

As stated above, the TEW is not an examination, and there will therefore be no pass or deferrals. However, the TEW staff may consider there are significant shortcomings in the work of a prospective PTSTA. The staff will make out written requirements and recommendations (see the TEW Staff Evaluation Form in section 12) that the prospective PTSTA and his/her Principal Supervisor and other TSTAs need to do so that the participant can grow and learn in the areas specified.

The prospective PTSTA and their Principal Supervisor or another TSTA will then work together to fulfil these requirements, and the Principal Supervisor or the other TSTA then confirms their completion in writing, on the TEW Staff Evaluation Form prepared by the TEW staff. When this is complete the PTSTA and Principal Supervisor can sign the EATA contract. The TEW Recommendation Form, including the note of confirmation added by the Principal Supervisor, must be attached to the EATA contract form, which will then be filed in the normal way.

10.10 The TSTA Contract

The Training Endorsement Workshop is a workshop for preparation, evaluation and feedback, and is a preliminary requirement to be satisfied before initiating procedures to sign the TSTA contract. In order to work and train as a PTSTA, a person must sign a TSTA contract and have it endorsed by EATA. The candidate cannot practice or advertise as a PTSTA until the date of EATA's endorsement of the contract. TSTA contracts last for seven years and may be renewed once. It is not necessary to complete another TEW before contract renewal. When the term of the contract expires, the PTSTA reverts to CTA status.

10.11 Content outline for the TEW

1. *Orientation*

- A. Introductions
- B. Orientation (Staff Presentations)
 - 1. The trainer and the TA organisations
 - 2. PTSC/TSC policies and procedures
 - 3. COC/BOC guidelines and examinations
- C. Organisation
 - 1. Scheduling
 - 2. Staff and group assignments

2. *Teaching*

- A. Teaching methods (staff presentation)
- B. Teaching presentations (participants in small groups)
 - 1. Review of outlines for didactic presentations on TA theory
 - 2. Presentation of 10-minute segments.
 - 3. Feedback to presenter

3. *Supervision*

- A. Supervision methods (staff presentation)
- B. Supervision (participants in small groups)
 - 1. Supervision of CTA or PTSTA problems, with or without prepared tape samples.
 - 2. Feedback to supervisor and supervisee

4. *Training proposals*

- 1. Training programme designs (staff presentation)
- 2. Ethics & professional standards: how to teach and evaluate them (staff presentation)
- 3. Review of Training Proposal Outlines (small-group discussion and feedback)

5. *Individual interviews*

These are discussions with individual participants to look at evaluations, requirements and recommendations for further training and supervision. This is the point when TEW staff will inform the participant of any requirements that the prospective PTSTA and Principal Supervisor will have to complete before the TSTA contract can be signed.

10.12 The Training Proposal Outline (TPO)

The TPO questions below are intended to help the participant prepare for the Training Endorsement Workshop and will be used for group discussion and feedback from the staff. They are suggestions for what you might include. The TPO will be marked as a whole and not on whether you do or do not include each suggestion.

- Put your name in the upper right-hand corner of each page
- Your TPO should not be more than 20 pages in length, including any diagrams and your bibliography
- It should be typed, double-spaced and printed on one side of the paper only and securely bound.
- If you are planning to be endorsed for Teaching only, you need not answer the questions about supervision, though you may if you wish
- If you are planning to be endorsed for Supervision only, please answer the questions about teaching in terms of your ideas about what should be included, even though you may not plan to provide the teaching yourself
- If English is not your first language, check with the TEW Co-ordinator to see if there will be a staff member speaking your language at this TEW and if you can write the TPO in that language. If you do this, you must add a summary in English
- If you need a translator, you must take responsibility for organising this yourself
- Send one copy to the person indicated by the TEW Co-ordinator at least six weeks before the TEW

The TPO questions

A. Personal factors

- What is your motivation in becoming a PTSTA?
- Describe your professional life, psychological motivation, the economic implications and your enthusiasm for transactional analysis.
- How does being a PTSTA fit into your mid and long-range professional life planning?
- What are your plans for the next five or ten years?

B. Professional factors

- Write about your own experience of being a trainee. Say something about its length; intensity; the range of TA taught; its integration with other theories; supervision; self-experience; personal growth; the personal style of your trainer(s); ethical issues; cultural diversity; attachment and separation and your exam experience.
- How will this experience influence your own outline for a curriculum?
- Describe your theoretical understanding of the teaching and learning process and say how you would apply this to the aims, contents and methodology of your own training programme. Include your understanding of adult learning and curriculum theory and provide references for this.

C. Curriculum and Teaching

- In what context will you start training?
- Will you train alone or in co-operation with others?
 - If in co-operation, say with whom.

- Make clear what your particular contribution will be.
- Who will participate in your training programme?
- How will you select participants and what will your selection procedures be?
- What will your criteria be for taking a trainee into contractual training?
- Provide an overview of the curriculum and subjects you think should be taught in a complete training programme.
- Give a detailed time structure for the training programme, including the organisation of the training days / seminars, special workshops, therapy marathons, supervision units, etc.
- Describe the methods you will use for teaching TA, including comments on your general and specific theory and practice. Say how you will lead experiential learning and encourage personal growth.
- How will you evaluate the level of your trainees at different stages of training?
- Include your ideas on: basic competence; entering the examination group; preparation for examination.
- How will you make sure that your methods fit the educational level of your trainees and how will you take into account the training levels of your trainees?

D. Supervision

- Demonstrate your theoretical understanding of supervision and describe your ideas and method of doing supervision.

E. Therapy

- Describe your ideas about the role of personal therapy within the training programme. You might include comments on: criteria and requirements for personal growth; the advantages and disadvantages of multiple personal relationships; possible ethical problems arising from the above.

F. Research

- Outline your ideas about the relationship between research and TA theory and practice. What TA research has had most significance for you, and how will you integrate research into your training programme?

G. Fields of TA Practice

- How will you ensure that the four separate fields of TA practice are accounted for in your training and teaching?

I Revisions

- How would you revise or add to this outline?

Documentation

Endorsement letter for TEW (12.10.1)

TEW Staff Evaluation Form (12.10.2)

TSTA Contract (12.6.2)