

**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 CTA-Trainer / TSTA Contract**
- 10.11 The Training Proposal Outline (TPO)**
  - 10.11.1 The TPO questions**
- 10.12 Documentation**
  - Endorsement letter for TEW (12.10.1)**
  - TEW Staff Evaluation Form (12.10.2)**
  - CTA Trainer / TSTA Contract (12.6.2)**
  - TEW Registration Form (12.10.3)**

## **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 PSC of ITAA or FTAA 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 IBOC 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 not less than 8 months before the TEW.
- Completed registration form, a copy of your CTA certificate and a copy of your payment has to be sent to the TEW Coordinator.
- Contact details for the TEW Coordinator will be found in the EATA Newsletter or on the website.
- Withdrawal more than six months in advance of the TEW date, means the registration fee can be transferred to another TEW in Europe. Participants can also apply for a refund of the fee. Under these circumstances, EATA will charge 10% of the fee for administrative costs.
- When the withdrawal is between six to two months before the TEW, the transfer of the fee to another TEW, or a refund of the fee can only be considered by PTSC under extraordinary circumstances. Requests for such refunds must be sent to PTSC for decision. Under these circumstances, EATA will, in any case, 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.

## **10.5 Materials for the TEW**

### **10.5.1 Training Proposal Outline**

All participants must submit via mail:

- one copy of their Training Proposal Outline (TPO) (see Section 10.11), six months before the TEW, to the TEW Coordinator or to the staff member nominated by the TEW Coordinator in advance.
- The letter of recommendation for the TPO from a TSTA.

The TPO will be read by a staff member (TSTA) and the feedback will be given to the participant during the TEW. If this TSTA has questions about your TPO or is not satisfied with your TPO she/he might get in contact with you to seek answers to additional questions. She/he may negotiate with you about delivering some more writings at the latest 4 months before the TEW. The TSTA will receive your email and phone number to call you up under these circumstances.

The obtained endorsement of the TPO is valid for a period of three years.

### **10.5.2 Materials to submit latest 4 weeks before the TEW**

All participants must submit via mail to the TEW Coordinator, latest 4 weeks before the TEW:

1. The 2 letters of recommendation each for teaching and supervision from TSTAs.

### **10.5.3 Materials to bring to the TEW**

Participants should prepare and take the following to the TEW:

1. Four copies of their TPO, one signed on the first page by the TSTA who endorsed it,
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. Four copies of a handout relating to the content of the 10 minutes presentation which is given to the audience as didactic support.
5. A supervision problem for group presentation. Participants should be prepared to supervise a fellow-participant and be supervised by a fellow-participant.
6. A log consisting of:
  - concise, current professional curriculum vitae
  - the 2 letters of recommendation each for teaching and supervision from TSTA
  - the letter of recommendation for the TPO from a TSTA
  - their CTA certificate
  - the copy of the bank transfer or payment confirmation for the fee according to the actual list on the EATA website.

## **10.6 Organisation of a TEW**

1. There will not be more than twelve participants in a TEW. That assumes a staff of four TSTAs, including the TEW Coordinator, is available. If there are less than 12 participants the staff will be reduced accordingly.
2. PTSC normally organises three 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 Coordinator can decide to run the TEW over two days and a half days.
4. The date of the TEW must be publicised at least 12 months in advance, and will be advertised

in the *EATA Newsletter*, and the EATA website.

5. The TEW will be conducted in English. PTSC does not provide translators. Participants who need translation must provide their own translators. To allow work in small groups, a guideline is that not more than two participants should share a translator.
6. However a participant can apply for a bursary for translation by contacting TEW Coordinator. The applicant must ask before the TEW. The TEW Coordinator will inform the participant of the procedure.
7. In order to honour and maintain the multicultural tradition of the TEW, normally no more than 40% 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 Coordinator is responsible for the administrative work in organising the TEW.
4. During the TEW, the TEW Coordinator will serve primarily as a process person with the staff and participants. It is the TEW Coordinator 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 Coordinator in his/her role as a supervisor will support the TSTAs in their role as staff members
5. Make sure that all new staff members are integrated in the process of the TEW and receive all necessary feedback.

### **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 seven sections, described in outline form below:

- Orientation,
- Training Proposal Outline,
- Teaching,
- Supervision,
- Self-Evaluation,
- Individual discussion and feedback.
- Exam-standards

In the first four sections, the TEW staff gives presentations in the large group or in small groups, followed by discussions relating to:

- training policies and procedures, training programme designs.
- teaching methods and learning theory and practice.
- supervision methods, philosophy and theory.
- ethics and professional standards.
- exam and evaluation.

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 their learning edges 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. In this case, 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. In some cases, under the judgement of the TEW staff and in order to ensure the appropriate protection to the candidates, their prospective trainees and the whole community, a possible requirement of the TEW is to follow another TEW.

The prospective PTSTA with their prospective Principal Supervisor and/or another TSTA will then work together to fulfil these requirements, and the Principal Supervisor and/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 and/or another TSTA, must be attached to the EATA contract form, which will then be filed in the normal way.

### **10.10 CTA-Trainer / 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 CTA-Trainer / TSTA contract. In order to work and train as a PTSTA, a person must sign a CTA-Trainer / TSTA contract and have it endorsed by EATA. The contract must be signed within one year otherwise the candidate has to follow a new TEW. The candidate cannot practice or advertise as a PTSTA until the date of EATA's endorsement of the contract.

CTA-Trainer / TSTA contracts last for seven years and may be renewed only once, before the expiring date of the first contract. It is not necessary to complete another TEW before its renewal. When the term of the contract expires, the PTSTA reverts to CTA status.

### **10.11 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.

- 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, font Times New Roman (size 12), double-spaced and printed on one side of the paper only and securely bound.

- If English is not your first language, check with the TEW Coordinator 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 (2 pages).
- If you need a translator, you must take responsibility for organising this yourself.
- Send one copy of your TPO to the person indicated by the TEW Coordinator at least six months before the TEW.

### **10.11.1 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, leading to trainees becoming transactional analysts.
- 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. Exams

- Describe your ideas about evaluation and about guiding your candidates through to the exam. Give examples of your good examination experience and describe what you would change in the exam process and what you could do to prepare yourself for being a good examiner.

E. Supervision

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

F. 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.

G. 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?

H. Fields of TA Practice

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

10.12 Documentation

- Endorsement letter for TEW (12.10.1)
- TEW Staff Evaluation Form (12.10.2)
- Recommendation Form (12.10.3)
- CTA Trainer / TSTA Contract (12.6.2)
- Registration Form (12.10.3)