

Family Team Meeting Facilitator Training

“FTM Training for Facilitators” prepares participants to become approved facilitators for Family Team Meetings. The curriculum covers the basic what, why and when of Family Team Meetings. Participants are given a basic understanding of the skills required to facilitate an FTM, including the principles of the change process, skills for building a trusting relationship, Family dynamics, and forming partnerships for positive change. In addition to classroom lectures and small group activities, participants also practice the skills needed for effective facilitation. This 3-day classroom training is primarily for individuals who will be facilitating, co-facilitating and/or coordinating FTMs for their Agency or Region. A Field Practice and Approval Process will follow classroom training. Participants should have participated in several FTMs before attending training.

This new model of FTM Facilitator Training incorporates building regional capacity into the training plan. In the month(s) before classroom training, the FTM Trainer will meet with regional management and work with experienced FTM Facilitators identified by their region to act as mentors for the new trainees. After trainees have completed their field practice and are deemed ready by mentors, the FTM Trainer will return to observe the trainee for approval.

CLASSROOM AGENDA

DAY ONE

8:30-10:00	Module One: Family Team Meeting Overview
10:00-10:15	BREAK
10:15-11:00	Module One, continued
11:00- 12:00	Module Two: Process of Change
12:00-1:15	LUNCH
1:15-1:45	Module Two, continued
1:45-2:45	Module Three: Skills for Building Trusting Relationships
2:45-3:00	BREAK
3:00-4:30	Module Three, continued

DAY TWO

8:30-10:00	Module Four: Family Dynamics Before, During, and After Crisis
10:00-10:15	BREAK
10:15- 12:00	Module Four, continued Module Five: Forming Partnerships for Positive Change
12:00-1:15	LUNCH
1:15-2:30	Module Five, continued
2:30- 2:45	BREAK
2:45-4:30	Module Five, continued

DAY THREE

8:30-10:45

Module Six: Facilitation Skills

10:00-10:15

BREAK

10:15-11:45

Module Six, continued

11:45-1:00

LUNCH

1:00-4:00

Mock FTM skills practice

4:00-4:30

Journaling, Field practice overview, Evaluations

TRAINING GUIDE OUTLINE**Module 1: Family Team Meeting Overview**

- Overview, Welcome and Introductions
- ACTIVITY Facilitation/Co-facilitation Practice :“What do you bring to the table?”
- Outcomes and Purpose
- Non-negotiables/confidentiality
- Ground rules
- Family Story
- Strengths (to build on and achieve Outcomes)
- ACTIVITY Strengths: How does a FTM model support CFSR outcome?
- Strengths, continued
- Identification of Individual and Family Safety/Risk factors and Needs/Growth Areas
- Select Needs/Brainstorming solutions to meet needs/Create Plan or Make Decision
- ASK: “What can go wrong?”
- Scaling Question, Next Steps, and Closing
- ACTIVITY Journal: Assessing and Scaling

Module 2: The Process of Change

- Overview of the change process
- Self-assessment of personal reactions/experiences with change
- ACTIVITY Resistance Exercise – “Digging in”
- Definition, types and areas of resistance
- ACTIVITY Continuum of Change
- ACTIVITY Empathy Circle
- ACTIVITY Journal

Module 3: Skills for Building a Trusting Relationship

- Introduction to Core Helping Conditions
- Exploring Skills
- Optimal Skills Distribution

- Focusing Skills
- Questions
- Guiding Skills
- ACTIVITY “Are you listening to me?”
- Skills Practice: Attending behaviors, Combined Reflections
- ACTIVITY Skills Practice: Attending behaviors, exploring and focusing skills, giving feedback
- Solution-Focused Questions
- ACTIVITY Skill Practice: Solution-focused questions to explore strengths, needs, and solution patterns
- ACTIVITY Journal

Module 4: Family Dynamics: Before, During, and After Crisis

- Experiential Sculpting
- Family Strengths – Functional and Inventory
- ACTIVITY Functional Strengths
- Cycle of Need
- ACTIVITY Journal

Module 5: Forming Partnerships for Positive Change

- Johari's Window
- My Support System - Formal and Informal Networks
- Roles within the FTM Process
- Introduction to the Preparation Interview
- ACTIVITY Preparing the Family Team
- ACTIVITY Building Consensus - The Story
- Leadership Styles
- ACTIVITY Journal

Module 6: Facilitation Skills and Family Team Meetings

- Introduction to Facilitation
- Facilitation: Role Definition
- ACTIVITY Transitioning to Facilitator Role/Responsibilities
- FTM PROCESS
- Co-Facilitator Role
- Special Considerations: Domestic Violence
- Special Considerations: Substance Use
- Special Considerations: Mental Illness
- Conflict Prevention and Management
- ACTIVITY Modeling FTM Facilitation and Co-Facilitation
- ACTIVITY Practicing FTM Facilitation and Co-Facilitation
- ACTIVITY Journal: Assessing and Scaling
- Closing, Evaluations

Overall Objectives

At the end of the classroom training participants will be able to:

- Describe the process of Family Team Meetings and model the core conditions, principles, values, and strengths utilizing different methods of facilitation.
- Describe and explain the process of change as it affects families and the role of facilitators and team members in promoting successful change in families.
- Identify and address various forms of resistance that may emerge during a Family Team Meeting using strengths-based, solution-focused strategies.
- Demonstrate how genograms, sculpting, and the strengths inventory tools may be used when working with families to identify and address family dynamics before, during, and after a crisis.
- Discuss and model strategies for strengthening partnerships to create positive sustainable change in families utilizing the Family Team Meeting process.
- Demonstrate the skills and underpinning knowledge necessary to facilitate a culturally relevant Family Team Meeting.