

The Hoffman Institute UK Facilitator Training Programme

“Hoffman training is like doing the Process ten times over. The journey is intense, often uncomfortable, but it’s profoundly satisfying”

Welcome!

Dear Hoffman Graduate,

I'm pleased that you are interested in finding out more about our Hoffman facilitator training programme. This programme is led by our Director of learning and development, Karen Abbs, supported by other members of the Hoffman administration and facilitation team.

Hoffman Institute UK is growing. Owing to an increasing number of people keen to experience the transformational nature of The Hoffman Process, we're planning to deliver more Processes over the next few years.

To continue to spread the benefits of Hoffman, we are looking for dynamic new facilitators to deliver our courses and workshops.

In this document you will find:

- An overview of the Hoffman Training Programme
- Skills and experience required
- Information on being a Hoffman facilitator
- Summary of costs
- The application procedure: the 4 stages of application

Whether you are accepted onto the training or not, we feel that the application process in itself will give you awareness and many insights to support your on-going journey of personal development.

We have been as thorough as possible in providing information about the application procedure and the training process.

Please read this carefully. If you still have questions, please email Karen: training@hoffmaninstitute.co.uk

Good luck!

With love from

Serena
Serena Gordon
Managing Director and co-founder Hoffman UK Ltd.

Overview of the Hoffman Training Programme

The Hoffman Training Programme offers comprehensive instruction in the principles, teachings and techniques of the Hoffman Process.

The training will provide you with:

- An in-depth understanding of the background and methodology of the Process.
- An enriching learning experience, offering you high-quality facilitation and coaching skills.
- A thorough and intense programme to develop the skills and techniques necessary to be a Hoffman facilitator and active member of a thriving global community.

The training includes a mixture of on-site and off-site training, including attendance at a minimum of eight full Processes with increasing levels of participation, backed up by independent learning with support from the training supervisors.

As well as attending Processes, you may be required to attend two off-site residential trainings as well as some additional training days throughout 2018/19. As training progresses, you will be required to spend significant time and energy focusing on preparing pieces in advance of each Process.

Throughout the training, you will work on developing skills in delivering visualisations, instructive presentations, energetic and expressive work and 1:1 interactions. In addition to assimilating the content of the Hoffman Process, you are offered a unique opportunity to work with a diverse range of clients and to hone your group facilitation skills.

While the intention is to support you towards the goal of qualifying as a Hoffman Process facilitator, due to the unique skill-set required, acceptance onto the Hoffman Training Programme does not necessarily guarantee qualification as a Hoffman Process facilitator. However, the skills and learning that you receive will be invaluable in many other areas of your life and there are other opportunities where you can be included as part of the Hoffman UK facilitation team.

Being a Hoffman Process facilitator

Facilitating the Hoffman Process is an interesting, challenging, intense and rewarding experience. The facilitation team work for periods of seven consecutive days, staying on-site, eating all meals together and working throughout the day and well into every evening. During each day, facilitators are required to lead various sessions, attend to the needs of clients and support colleagues. They have the responsibility for up to eight students throughout the week supporting them and looking after their safety and well-being.

There is also a significant amount of preparation prior to each Process. It is important that a Hoffman facilitator's home and working life can tolerate long periods of being away. During the Process, there will inevitably be limited contact by phone or email. The lifestyle of a Hoffman facilitator is similar to that of someone who travels for work.

What skills and experience are required to be a Hoffman facilitator?

- Graduate of the Hoffman Process
- Thorough understanding of the Process and tools
- A strong commitment to being in service
- Further education or equivalent life experience
- Group facilitation, coaching and Presentation skills
- Empathic 1:1 resonance
- Clear communication skills
- Presence and authority
- Emotional maturity and range, ability to model anger, compassion, joy, etc.
- Calm and grounded self-presentation
- A willingness and ability to take responsibility for personal growth and healing
- A willingness and ability to ask for help, to receive thorough feedback
- Strong personal and professional boundaries
- Flexibility and adaptability
- Stamina
- Ability to read, meet and transform the energy of a group
- Function in a healthy way within a team
- Ability to be present and hold space for deep emotional work
- Sense of humour and ease of self

Facilitating the Process in the UK

Our current UK facilitating team are self-employed, working under a UK contract supported by a facilitator's handbook. We also offer the opportunity to be employed on a part-time or full-time basis. As a newly qualified Hoffman UK facilitator, you will be offered between 4-6 Processes per year, with the likelihood of facilitating more as you build up experience.

Facilitator fees vary dependant upon experience and length of time as a Hoffman Process facilitator. Fees range from £2,750 to £4,100 per Process taught. Contracts and fees will be agreed at the time of qualification as a Hoffman facilitator. All facilitator and trainees are required to have their own Public Liability Insurance.

Members of the facilitation team can generate extra income by being involved in Introduction Days, Q2 3-day refreshers, Reconnection Days, Welcome Home and Information Evenings, Support Calls, Support Groups and individual coaching. There is also the possibility of working overseas. In-house projects are on offer, for example, developing new workshops, research and working with new communities and constantly improving and developing the work on offer.

What is a good facilitator?

A good facilitator:

- Has the intention to benefit others
- Facilitates and accompanies the student through the Process
- Is present to her/his self and the student
- Trusts the structure of the Process and trusts the Spirit of the student to guide them through the Process.
- Avoids too much of a power differential with the student
- Knows that facilitators only have more information than the student and brings that to interactions
- Is clear about his/her own counter-transference
- Remembers that counter-transference is not bad, just an opportunity for learning; for self as well as for the client
- Shares her/his own humanity and fallibility, students can learn from that
- Recognizes that facilitating the Process is more than a job, it is a mission
- Embraces the joy of the privilege of being present and observing
- Helps students relax into their destiny
- Is compassionate and inspires students to have compassion for themselves
- Knows how to let go
- Embraces the positive and negative of the students with total acceptance
- Has learned how to learn, as well as to teach how to learn
- Thinks on their feet
- Has realistic expectations
- Knows that clients do their own Process, that the facilitator is the guide
- Is passionate about facilitating
- Is humble and patient
- Recognizes that the healing is already in the student
- Sees the wisdom of the students soul
- Is empathic
- Builds a real personal relationship with the student
- Is able to live in the moment
- Is congruent, present and authentic
- Helps students recognize their own path
- Helps students create a vision for their life
- Helps student connect with his or her own wisdom and intuition

Cost of Training

Hoffman UK subsidises the training of Hoffman facilitators, however we ask that trainees pay a contribution to the overall training costs. The training contribution contains a small percentage of the training costs as well as all accommodation while on the Process. All travel costs to the Process and additional training dates are at the trainee's own expense, as are any additional reading materials.

Following successful qualification as a Hoffman facilitator, the accommodation portion of the training fee will be reimbursed to you for the first six Processes taught. Further details are provided later in this document.

Not all trainees who begin the training complete the full programme to become a Hoffman facilitator. Those who drop out or are assessed as not meeting the criteria will not be reimbursed.

On going Training and Assessment

A key part of the Hoffman Training Programme is receiving and learning from feedback that supports greater awareness, change and growth both personally and professionally. You will need to be prepared to receive detailed feedback about presentation abilities and attitude, as well as professional boundaries and personal growth areas.

Training is ripe territory for growth, and you are strongly encouraged to take professional supervision or therapy during this time. Emotional self-responsibility is a crucial part of being a Hoffman Process facilitator and will assist in the intense and rewarding learning that comes from being part of the Hoffman Training Program.

Throughout the training there will be regular appraisals with the Director of Learning and Development to review your progress and to support you. Clear stages of training will be set out and requirements to progress to the next stage will be outlined to ensure you meet necessary criteria. The time it takes to qualify as a Hoffman facilitator varies according to each person's experience, knowledge and availability.

Final evaluation

Once you have demonstrated competency in the required skills, knowledge, and attributes, you will be qualified as a Hoffman Process facilitator.

Final certification is determined by a committee made up of the Managing Director of Hoffman UK, the Director of Learning and Development and input from Hoffman Supervising teachers.

Summary of Costs

Process	Training structure	Cost
Observation Process	You will take a passive role and be present as a silent witness at an active Process	£800 (non-refundable; includes food & accommodation)
	Following this week, an assessment will be made for your suitability to move to the next stage: the Logistics Process	
Logistics Process	You will take an active role in supporting the teaching team with the production elements of running the Hoffman Process	£800 (non-refundable; includes food & accommodation)
	A second assessment will be made. If successful, you will be invited to join the teacher training programme	
On-site Training Processes (1–8)	<p>You will take increased responsibility for presentations and 1:1 supervised work with Process students</p> <p>You will be expected to work with feedback, patterns, skill development, and preparing for the next level of presentations during the time between Processes</p> <p>As the training progresses you will be expected to facilitate longer presentations and answer student's questions. Work with the students will involve more time, depth and scope for individual skill and tuition</p> <p>In the latter part of the training, you will have more students to follow, and larger presentations to deliver, eventually leading a small group through the Process.</p>	<p>£800 per Process Paid to HIUK for first 6 Processes.</p> <p>In phase 3 HIUK will pay food and accommodation</p> <p>£600 will be refunded to you during the first 6 HP's taught. Consider this a 'retainer deposit returned'</p>

1. Application for Hoffman Training

If you feel that you have the right experience, skill set and personality to apply to be a Hoffman Teacher, please read the following application stages.

Applicants are required to submit the following:

1. A self-video of up to 10 minutes

Imagine that you are delivering a session called “What is a Pattern?” to a group of Process students.

During your presentation you should introduce yourself and say why you came to do the Hoffman Process, what it has given you and any other personal information that you feel is relevant. You will need to cover aspects like:

- What is a pattern?
- What are the different ways we take them on?
- How patterns live in us.
- What can we do about them?

Be creative, original and imaginative!

Recommended resources: your student workbook, *You can Change Your Life* by Tim Laurence,

Hoffman institute Post-Process Website: www.hoffmaninstitute.co.uk/post-process-website

2. A personal statement of no more than 1,500 words.

Describe your background, including the people and events that have had the greatest impact on you. Emphasise the experiences that have most shaped your interest in becoming a Hoffman facilitator.

3. A current CV and recent photograph

Please include:

- Personal contact details.
- All personal growth workshops and courses
- Any therapy, coaching and/or 12 step programmes
- Communication, facilitation and performance skills

CVs and personal statements should be emailed to training@hoffmaninstitute.co.uk.

Information on how to load up your video can be found at:
<http://www.hoffmaninstitute.co.uk/teacher-training-video/>

Applications will be reviewed and, if successful, you will be invited to attend a Workshop Day.

2. Workshop Day and Interview stage

Following a review of all applications, successful candidates will be invited to attend a workshop, likely to be held in the Hoffman UK offices in Arundel, West Sussex.

This is an interactive assessment day which will give you the opportunity to further demonstrate your skill sets, including role-play, energy work and giving brief presentations.

There will also be time for you to ask questions about the Hoffman Training Programme. As part of the day you may have a 1:1 interview with the Director of learning and development. If successful, you are then welcomed onto an Observation Process.

3. Observation Process

This stage of the application procedure involves you attending an Observer Process. This involves holding a passive role and observing a Hoffman Process as a silent witness. Previous observers comment that this is a rich experience for both personal and professional growth. There will be some occasions during the week when you will have a check in 1:1 session with one of the facilitation team and the Director of learning and development will be available to offer support if necessary.

A fee of £800 is payable at this stage.

Following the Observer Process you will be given feedback, which may or may not result in you being invited to attend a Logistics Process.

4. Logistics Process

The Logistics Process is similar to the Observation Process, and follows soon after. However on this Process, you are able to take an active role in supporting the facilitation team with the production elements of running the Hoffman Process.

There will be some occasions during the week when you will have a check in 1:1 session with one of the facilitation team and the Director of learning and development will be available to offer support if necessary.

A fee of £800 is payable at this stage.

Following your Logistics Process, a second assessment will be made. If successful, you will be accepted onto the Hoffman Training programme.

5. The Hoffman Training Programme

Well done. You are now officially on the Training Programme!

You will be taking part in on-site and off-site training. You will be attending a minimum of eight Processes on a fairly regular basis working alongside experienced facilitators

and fellow trainees to learn more about the internal workings of the Process and the intentions of each activity.

During this phase, you will learn presentations, practice one-to-one work and receive detailed feedback. Your group work should be supplemented by extensive in-home practice and study, including reading and writing assignments and working with other training partners.

In addition to on-Process training, there will be a number of off-site training days in Arundel, West Sussex, as well as two residential training intensives (3-4 days each). This will involve travel and some accommodation costs. For more information about training costs, see the cost summary document.