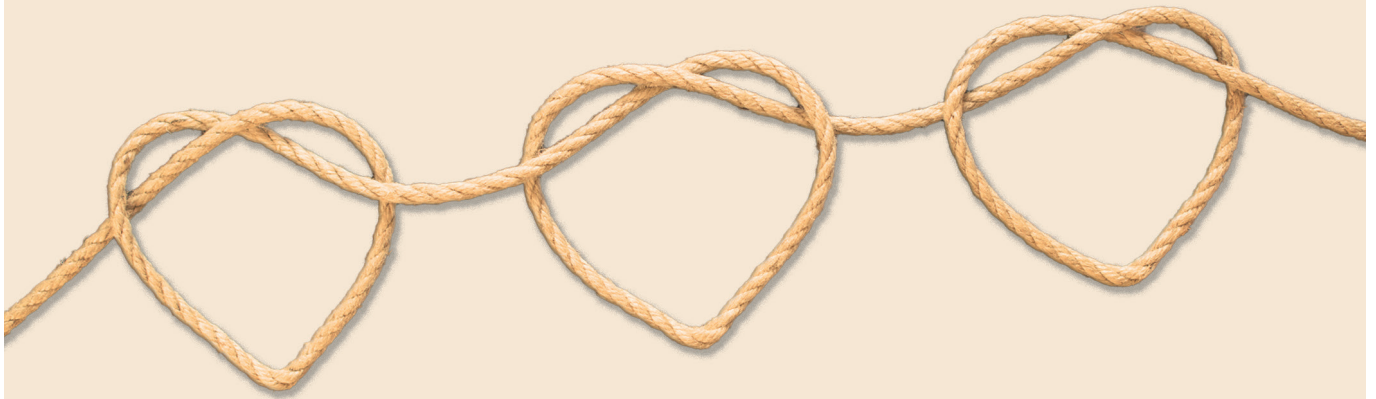


# Put your heart on the line



## Hoffman Institute UK **Facilitator Training Programme** 2025

### Why are we recruiting now?

**Hoffman Institute UK is growing.**

We are looking for dynamic new facilitators to deliver our courses and workshops.

Owing to an increasing number of people keen to experience the transformational nature of The Hoffman Process, we're planning to deliver more Processes than ever in the coming years.

### In this document you will find:

- An overview of the Hoffman Facilitator Training Programme..... 2
- Information on being a Hoffman facilitator..... 3
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## Overview of the training programme

The Hoffman Facilitator training programme offers comprehensive instruction in the principles, teachings and techniques of the Hoffman Process. **It is open to all Hoffman graduates who completed their Process six months ago or more.**

**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 the thriving global community.

The training includes a mixture of on-site and off-site training, **including attendance at a minimum of 6 Processes** with increasing levels of responsibility.

**As well as attending Processes, you will be required to attend:**

- **1 x week-long Observer Process**  
Candidates will be required to observe a Process  
**Dates:** *December 2024 or in the first quarter of 2025*
- **1 x week-long off-site residential training**  
**Dates:** *Monday 17 February – Sunday 23 February 2025*
- **2 x weekend-long off-site residential trainings**  
**Dates:** *4-5 January and 15-16 March 2025*
- **2 x weekend-long remote online trainings**  
**Dates:** *5-6 April and 3-4 May 2025*
- **Twice monthly online evening trainings**  
**Dates:** *TBC when training commences*
- **To do the Process again as a participant**  
*Towards the end of the training (tuition and lodging covered by the Institute)*
- **Independent learning and peer-lead learning**  
*With support from the training supervisors*

**Your attendance at all of the above is a compulsory part of the training.**



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## Overview of the training programme

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.

**Please note:** 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 Facilitator 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 facilitator: What to expect

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 responsibility for up to eight students throughout the week, supporting them and looking after their safety and wellbeing.

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.

### Equality, Diversity and Inclusion

The Hoffman Process attracts a diverse community of participants, and we are committed to ensuring our facilitators reflect this diversity. We welcome applications from individuals of all backgrounds, irrespective of race, gender, disability, religion, belief, age, or sexual orientation.

You can read our anti-racism statement of intent on our website, here:  
[hoffmaninstitute.co.uk/hoffman-uk-and-anti-racism-our-statement-of-intent/](http://hoffmaninstitute.co.uk/hoffman-uk-and-anti-racism-our-statement-of-intent/)

In line with our commitment to equality, diversity, and inclusion, we particularly encourage applications from individuals who are currently underrepresented in our team.

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# Skills and experience required to be a Hoffman facilitator

## Your Background

- A graduate of the Hoffman Process (*with your completion date no less than 6 months prior to your application date*)
- University degree or equivalent academic qualification (*we will consider candidates with relevant other experience on a case-by-case basis*)
- Minimum of 5 years of relevant work experience (*we welcome any professional background and will determine suitability based on whether you can demonstrate the required skills*)

## Your Skillset

- Ability to lead a group with presence and authority
- Willingness to follow and work with within an established process
- A strong commitment to being in service to others
- Emotional maturity and capacity to work with a broad range of emotions (anger, fear, joy, etc.) combined with clear personal and professional boundaries
- A willingness and ability to ask for help and to receive thorough feedback

## Your attitude

- Strong desire to contribute to the growth and success of the Hoffman Institute
- You consider being a Hoffman facilitator as professional work and ideally your core, full-time professional activity
- You don't confuse being a facilitator with being a therapist or primarily servicing your own growth journey

### Questions?

We will be running three Facilitator Training Q&A evenings via Zoom where you can bring any questions you may have about the application itself or further details about the role.

**Tuesday 24 September: 7.30-8.30pm (UK)**

**Monday 30 September: 7.30-8.30pm (UK)**

**To request the Zoom links, email [training@hoffmaninstitute.co.uk](mailto:training@hoffmaninstitute.co.uk)**



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## How to Apply

If you feel that you have the right experience, skill set and personality to apply to be a Hoffman Facilitator, the process is detailed below.

NOW!

Register your interest by **filling in a quick form** that you'll find here:  
[www.hoffmaninstitute.co.uk/register-an-interest-in-hoffman-facilitator-training-2025](http://www.hoffmaninstitute.co.uk/register-an-interest-in-hoffman-facilitator-training-2025)

**No later than Friday 25 October 2024 at 6.00pm**, applicants are required to submit **three items**:

**1** A self-video of up to 10 minutes

Make a **video** of yourself teaching the concepts of EITHER:

- **The Negative Love Syndrome** or
- **What is a Pattern?**

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. The video is a maximum of 10 minutes.

**Further resources and information on how to upload your video can be found at:**  
[www.hoffmaninstitute.co.uk/facilitator-training-video](http://www.hoffmaninstitute.co.uk/facilitator-training-video)

**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.

Over the course of approximately 12-18 months, the training to become a Hoffman Process teacher involves regular weeknight trainings, weekend trainings, a weeklong residential and the attendance of between 5-8 Processes. This requires both availability and flexibility of scheduling and travel. Briefly include a **plan** of how this will fit into your life over the next two years, alongside how becoming a facilitator working between 8-10 processes per year will fit into your life moving forward.

**3** Your CV with a recent photograph

Please **be sure to include** the following in your CV and attach a recent **photograph**:

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

**Personal statements, photos and CVs should be emailed to:** [training@hoffmaninstitute.co.uk](mailto:training@hoffmaninstitute.co.uk)

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## Recommended resources:

- Your student workbook
- The short video *Hoffman: Explaining the Negative Love Syndrome*  
<https://www.youtube.com/watch?v=yna4UTIkKP8>
- The booklet *Path to Personal Freedom and Love*  
<https://hoffmaninst.wpenginepowered.com/wp-content/uploads/2023/02/1PPFL-EBook-0223.pdf>
- The book *You Can Change Your Life* by Tim Laurence
- The book *Journey Into Love* by Kani Comstock & Marisa Thame
- The Hoffman Institute UK post-Process website:  
[www.hoffmaninstitute.co.uk/graduates](http://www.hoffmaninstitute.co.uk/graduates) (The password is: support)

Submitting your application: Summary

**The application deadline is Friday 25 October 2024 at 6.00pm (UK time)**

The following items must be submitted for your application to be considered complete:

- Video
- Personal statement
- CV and recent photograph

We will review all applications. If your application is not successful this time round, you will be informed via email.

### Letter of recommendation

If you are successful in reaching the interview stages (page 7), we will ask you for a confidential letter of recommendation from someone who has been a professional supervisor, colleague, or teacher (excluding your Hoffman facilitator).

These recommendation letters should be emailed directly to [training@hoffmaninstitute.co.uk](mailto:training@hoffmaninstitute.co.uk) by the person making the recommendation.

They can include the following areas:

1. Intellectual abilities and learning capacities,
2. Achievements,
3. Emotional maturity and willingness to grow,
4. Presence in front of a group, and
5. Interpersonal and team skills.

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## Interview stages

### 1 Group interview day in London

Successful applicants will firstly be invited to attend a group interview day in **London on Saturday 16 November 2024**.

This interactive day will give you the opportunity to learn some of the concepts of the Process and deliver them.

You will be assessed for:

- Presentation skills
- Listening skills
- Flexibility with material
- Team work and
- One-to-one work

If **successful**, you are then welcomed to attend an Observer Process.

### 2 Observer Process

Successful candidates will be required to attend a Process in **December 2024** or in the **first quarter of 2025**. This stage of the application procedure involves you attending a Process as an observer; holding a passive role and observing a Hoffman Process as a 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 one-to-one check in session with one of the facilitator team, and the Director of Training, Roxy Hayde will be available to offer support if necessary.

Following the observer Process, you will be given feedback and asked to complete your own post-Process report. An assessment will be made and if successful, you will be accepted fully onto the Hoffman Training programme.

**Please note:**

Hoffman UK subsidises the training of Hoffman Facilitators, but you will be asked to pay a **one-off fee of £900** to cover your accommodation. Travel costs at all stages of the training are at your own expense.



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# Hoffman Facilitator Training: Practicalities

Training will take place both **in person** and **online via Zoom**.

For the first few months of 2025, there will be a certain amount of intensity to the learning and we require you to commit to individual work, as well as working with a training buddy.

**From April onwards**, we will be inviting you to participate in the first of **6 Processes** as an **intern**. The level of presentations will increase as you work your way through your internship.

Dates for internships will be arranged between you and the Director of Training, Roxy Hayde.

**The time it takes to qualify as a Hoffman Facilitator varies according to each person's experience, knowledge and availability, but is usually within between 5-8 on-site Processes.**

## Appraisal and self-care

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** 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.

## Final evaluation

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

**Final certification** is by a committee made up of Hoffman UK Managing Director Serena Gordon, Director of Training Roxy Hayde and Co-Director of Training, Rob Dean.

## Post-training

As a new Hoffman Process facilitator, you will continue to have **mentoring support** for ongoing competency building over your first 2 to 4 Processes. You will also continue training in further virtual and graduate courses.



## Training fees

Hoffman UK subsidises the training of Hoffman facilitators as follows:

<p><b>Observer Process</b> <i>(Interview stage)</i></p>	<p>You will take a passive role and be present as a witness at an active Process.</p>	<p>You will pay the Hoffman Institute £900 to cover your accommodation for the Observer Process. Travel costs at all stages of the training are at your own expense.</p>
<p><b>Training Processes</b> <b>(between 1-6)</b> <i>(Intern stage)</i></p>	<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 participant questions. Work with the participants 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>1-2 : You will pay your travel costs, but your accommodation will be covered by the Hoffman Institute.</p> <p>3-4 : You will pay your travel costs, but your accommodation will be covered by the Hoffman Institute. In addition, the Hoffman Institute will pay you a stipend of £750 per Process</p> <p>4-6: You will pay your travel costs, but your accommodation will be covered by the Hoffman Institute. In addition, the Hoffman Institute will pay you a stipend of £1,000 per Process</p> <p>Any additional costs arising from attending Processes and training dates are at the expense of the intern, as is any therapy, independent further development, additional reading materials etc.</p>

## Bursaries

For exceptional candidates, a personalised financing solution can be discussed with the Managing Director and will be allocated on a case-by-case basis.

## Key dates at a glance

### Application stage

Q&A Evening 1	<b>Tuesday 24 September</b> 7.30-8.30pm (UK)	Open to Hoffman Process graduates who are interested in the Facilitator Training Programme. Email <a href="mailto:training@hoffmaninstitute.co.uk">training@hoffmaninstitute.co.uk</a> for details
Q&A Evening 2	<b>Monday 30 September</b> 7.30-8.30pm (UK)	Open to Hoffman Process graduates who are interested in the Facilitator Training Programme. Email <a href="mailto:training@hoffmaninstitute.co.uk">training@hoffmaninstitute.co.uk</a> for details
<b>Deadline for Applications</b>	<b>Friday 25 October</b> 6.00pm (UK)	See pages 5 and 6 for more information

### Interview Stages

Group Interview Day in London	<b>Saturday 16 November</b>	In person, by invitation to those notified that their application was successful. Venue details will be sent with your invitation.
Observer Process	<b>December 2024</b> or the first quarter of <b>2025</b>	See pages 7 and 9 for more information

### Intern Stages

Evening training online	Twice monthly via Zoom, from the date your training begins
Residential training weekend 1	Off-site: 4 & 5 <b>January 2025</b>
Residential training week	Off-site: Monday 17 – Sunday 23 <b>February 2025</b>
Residential training weekend 2	Off-site: 15-16 <b>March 2025</b>
Online training weekend 1	5 & 6 <b>April 2025</b> via Zoom
Online training weekend 2	3 & 4 <b>May 2025</b> via Zoom
Training Processes	Between <b>1 and 6 on-site Processes</b> in total. Variable timing, depending on progress and availability
Re-take the Process as a participant	When your training is due to complete

#### Questions?

We suggest you attend our Facilitator Training Q&A evenings via Zoom where you can bring any questions you may have about the application itself or further details about the role.

**Tuesday 24 September: 7.30-8.30pm (UK)**

**Monday 30 September: 7.30-8.30pm (UK)**

To request the Zoom links, email [training@hoffmaninstitute.co.uk](mailto:training@hoffmaninstitute.co.uk)