The CATALYST Approach Trainer Certification Record

T.E.A.C.H. Trainer Certifications & Parameters

In order to earn certification as Professional Development Trainer for T.E.A.C.H, certified by Jacki or Nancy or their teams, trainers must demonstrate proficiency according to the following Trainer Certification Checklist. Annual re-certification is required.

Ruby Resident Trainer Certification:

Prerequisites: Graduate of the following workshops: ENVoY, A Healthy Classroom, A Cat in the Doghouse, The Catalyst Approach™ Train the Trainer Probationary Certified and Whole Group Certified

Requirements: Ruby Trainer Certification must be earned and the components demonstrated during the scope of teaching one skill. Evaluation from workshop participants must average an 80% positive rating (3, 4, or 5) for the session.

Parameters: Trainers with this certification are prepared and qualified to train on their own. Trainers should achieve Ruby Certification prior to training indepedently and within 3 months of Probationary Certification.

Title: Ruby Certified Resident Trainer – Whole Group Workshop

Emerald Resident Trainer Certification:

Prerequisites: Ruby Trainer Certification

Requirements: Emerald Trainer Certification *and* Basic Group Dynamics Certification within the scope of teaching all 7 gems and 3 honorary gems/additional skills. Evaluation and feedback form from participants must maintain a 90% positive rating (4 or 5).

Parameters: Trainers should achieve Emerald Certification within 6 months of Ruby Certification.

Title: Emerald Certified Trainer – Whole Group Workshop

Sapphire Advanced Certification:

Prerequisites: Emerald Trainer Certification

Requirements: Sapphire Trainer Certification and Advanced Group Dynamics Certification must be achieved for each of the 10 gems plus 3 additional skills. Evaluation and feedback form from participants must maintain a 90% positive rating (4 or 5).

Parameters: Trainers should achieve Sapphire Certification within 9 months of Emerald Certification.

Title: Sapphire Advanced Certified Trainer – Whole Group Workshop

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Trainer:_____ Date:_____ Time:_____	Certification Earned: ☐ Ruby ☐ Sapphire ☐ Emerald ☐ Not today

Skills need to be consistently implemented

EASY

Yes No Did the trainer utilize an Echo?
Yes No Did the trainer deliver any necessary acknowledgements?
Yes No Did the trainer sustain collective silence (to low breathing of the group and presenter)?
Yes No Did the trainer utilize Your Hands?

Getting Attention

Get Noticed (Freeze Body & Above Pause Whisper)

Yes No Did the trainer settle their body before attempting to get noticed *(verbally asking for attention, raising hand etc.)*?
Yes No Did the trainer use a consistent location when getting attention?
Yes No Was the trainer's voice *(or other above)* enough to get noticed?
Yes No Did the trainer P A U S E while waiting for the participants to be attentive?
Yes No Did the trainer P A U S E after the participants were attentive?
Yes No Did the trainer drop to a whisper after the they paused and had attention?

Teaching

Fostering Understanding

Yes No Did the trainer provide the frame (context, phase of the lesson)?
Yes No Did the trainer include a combination of left and right brain on the content visual?
Yes No Did the trainer maintain use of third person?
Yes No Did the trainer model Least recommended?
Yes No Did the trainer go visual with the least recommended information using cause/effect?
Yes No Did the trainer model recommended?
Yes No Did the trainer go visual with the recommended information using cause/effect?
Yes No Did the trainer use systematic locations for:
__ Content
__ Application (Role Plays, Activities)
__ Stories

No Mode Given	Verbal only	Verbal + non-verbal	Non-verbal only

Yes	No	IF a participant was operating in a mode other than the trainer expected, did the trainer: accept, ignore, or non-verbally switch the mode to match their format?

Trainer Certification

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Activities

Set up for Success (Exit Directions, Checking for Understanding & MITS)

Yes No Were the directions for the task visually displayed?
Yes No Were the tricky parts clarified?
Yes No Did the trainer include the following information?
___ What to do (Activity/task)
___ How to do it (necessary steps, key information, etc)
___ When due (IF applicable)
___ Where to put the work when finished (IF applicable, not being used for ↓)
___ What to do if finished early (*Activity that can be accessed independently from trainer)*

Yes	No	Did the trainer avoid the use of the word I?
Yes	No	Did the trainer ask for any clarifying questions?
Yes	No	Did the trainer answer all participant questions visually by adding to or referring to a visual?
Yes	No	Did the trainer verbally or non-verbally indicate for the group to "begin"?
Yes	No	Did the trainer take a small step back and direct their attention to the visual directions?
Yes	No	Did the trainer stay still until participants were engaged in the work?
Yes	No	Did the trainer walk away slowly?

Patterns of the Pentimento

Did the trainer consistently implement…

Visual

Yes No …Transition between points of focus

Auditory

Yes No …Voice Patterns of Credibility and Approachability
Yes No …Voice Speed and Volume
Yes No …Systematic with tone

Kinesthetic

Yes No …Decontamination
Yes No …Systematic use of locations
- ❒ Getting Attention
- ❒ Questions
- ❒ New Content
- ❒ Exit Directions
- ❒ Story telling

Yes No …Frozen hand Gesturing
Yes No …Gestures of Relationship
Yes No …High Expectations
Yes No …Kinesthetic Equivalents of Credibility and Approachability

Visual & Kinesthetic: Look Where You Point

Yes No …Points of Focus 1 2 3 4
Yes No …Gesturing: Four Quadrants Self (1) Audience (2) Visual (3) Outside (4)

Pause, Breathe, and Join

Yes No …Joins (only moves head, lips, hand when talking)

Special Patterns

Yes No …Voice Patterns and Breathing
Yes No …Pause and Look Intelligent

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Questions

High Expectations

Yes No Did the trainer remain in high expectations while listening?

Breathing

Yes No Did the trainer remain (or recover) in low breathing?

ADVANCED Pentimento

Did the trainer consistently implement…

Visual

Yes No Peripheral Sight

Yes No Points of Focus- systematic use

- ❒ Looks at people when stating positive items
- ❒ Looks at a third point when stating negative items
- ❒ Looks to outside wall when referring to people not present
- ❒ Looks down when separating one location from another

Kinesthetic

~~Yes No Physical Presence~~

Yes No Gesturing: Assigning Attributes
Positive Attributes assigned to the audience

Breathing

Yes No Recognizes and responds to participants breathing (BLIP, Indicators of Breathing, & Influencing Another's Breathing)

Pause, Breathe, and Join

Yes No When items are positive or neutral

Yes No When transitioning from 2pt. to 3pt. eye and hand coordinated

Separates

Yes No When transitioning from one concept/theme to another

Yes No When transitioning from negative to positive

Networking

Yes No Did the trainer monitor tables for functionality and join groups in need of support during roleplays and activities?

Yes No Was the trainer seen communicating with members of different subgroups?

Yes No Did trainer check in with key decision makers and participants?

Recovery

Yes No Did the trainer monitor and adjust their presentation and switched to a better way?
Details:

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Questions

Non-verbal Response for more complex questions or high breathing participant *Did the trainer:*

Yes No Did the trainer go visual with the answer?
Yes No Did the trainer remain (or recover) in low breathing?
Yes No Did the trainer remember that the Listener Follows the Speaker's Eyes?
Yes No Avoid use of the word I?
Yes No Did the trainer separate the Problem from the Solution?
Yes No Did the trainer use voice patterns Systematically?

Verbal Response

Yes No Did the trainer use one or more verbal strategies to keep the participant right?

☐ Flip (Positive/ Future)	☐ The Expert	☐ Ecology
☐ Cause Effect	☐ Goal Orientation	☐ Reality Check *(optional)*
☐ Dovetailing with Values	☐ Sanity Confirmation	☐ Piggyback
☐ Menu of Choices	☐ Expand/Transfer	☐ By-Products *(optional)*
☐ Contextual/Situational	☐ Laughing!	☐ Validating positive intentions
☐ Comparative	☐ Prove it	☐ Grace
☐ Describe 1st, Label 2nd	☐ Magic Wand	☐ First Response

Breathing

Yes No Did the trainer get a shift from the participant to low breathing before wrapping up or read the group in the annoyed stage?

Storytelling

Characters

Yes No Did the trainer gesture to the character (and narrator) locations when assigning?
Yes No Did the trainer step into the locations before speaking?
Yes No Did the trainer settle before speaking?
Yes No Did the trainer maintain systematic locations for character(s) and narrator?
Yes No Did the trainer keep "eye contact" with the characters instead of looking at the audience?

Humor

Yes No If humor was used, did the trainer maintain the "rule of 2"?

Closure

Yes No Did the trainer end with a closure activity for the participants?
Yes No Did the participants share out?
Yes No Did the trainer close the session with one of the components of EASY?

Gamut Goals

Yes No _____

Yes No _____

Yes No _____

Evaluation Rating

_____% Rated 5 on a 5 point scale
_____% Rated 4 on a 5 point scale
_____% Rated 3 on a 5 point scale
_____% Rated 2 on a 5 point scale
_____% Rated 1 on a 5 point scale

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