

## **Healing Touch Program Mentor Training Course Outline**

### **Week One**

1. Introduction to the program, instructor(s) and participants
  - a. Length of course 9 weeks, offered twice weekly
  - b. Evaluation will be on a pass/fail basis
2. Class requirements and expectations
  - a. The Mentors' Tools
  - b. Completion of homework assignments (deliverables) for each class
  - c. 6 months mentorship following course
3. The importance and benefits of mentor training
  - a. Importance
  - b. Benefits
4. Reflections of your certification process
  - a. What did you find challenging?
  - b. What did you find helpful?
  - c. "You will essentially go through the same process as a mentee in the next 9 weeks"
5. Attributes of an effective mentor
  - a. Develops mentee's potential
  - b. Clearly understand
  - c. Management of learning styles. Understand that different people learn in different ways. With the
  - d. Stages of mentee readiness
6. Stages of leadership behavior
7. Matching mentor behaviors with mentee readiness
8. Advice and Support
9. The criteria chart outlining Level 5 Completion versus Certification.
10. Next meeting date and time

### **Week Two**

1. Review, Questions, feedback
  2. The criteria chart outlining Level 5 Completion versus Certification.
  3. Level 5 Completion requirement *and* Certification Criteria One- Completion of Coursework:
    - a. Level 5 completion: Creating the Professional Profile Notebook (PPN)
    - b. Criteria One – Certification
- Level 5 Course completion and Certification Criteria Two-Professional Resume: Both of these
- c. Key characteristics to include:
  - d. Format to be used:
  - e. Healing Touch Classes listed on a separate sheet of paper
4. 100 treatment sessions:
  5. Community project:
    - a. Networking/Support Group activity:
  6. Next meeting date and time

### **Week Three**

1. Questions, feedback, issues since our last meeting?
2. Three features mentors use to critique resumes:
  - a. Content:
  - b. Appearance:
  - c. Accuracy:
3. Providing constructive, actionable feedback to the mentee
4. Self Care Healing Modalities Level 5 and Certification Criteria 4:
  - a. Purpose of this criteria:
  - b. What is not included:
5. Professionalism of Self Care (Healing Modality) provider:
  - a. Ease and accuracy of scheduling
  - b. Cleanliness and safety of healing environment
  - c. Appropriate greeting upon meeting
  - d. Ability to communicate the essentials of the modality
  - e. Ability to communicate what to expect during and after the session
  - f. Sensitivity in draping and dialogue
  - g. Use of consent/disclosure forms
  - h. Request and sensitivity to feedback
  - i. Confidentiality of environment and practitioner
  - j. Professional appearance
  - k. Follow up after the session
6. Included in Certification Criteria but **NOT** a HTP Level 5 completion Criteria:
  - a. Self-evaluation and development
  - b. Ethics and professionalism
7. Our Next Meeting date and time

### **Week Four**

1. Questions, feedback, issues since our last meeting?
2. Review critique guidelines from week 3 in preparation for class discussion of homework
3. Review some samples of the Self Care Healing Modality homework
4. Certification and Level 5 Criteria Six – Supervised Mentorship:
  - a. Review the Level 5 and Certification Criteria Chart for differences
5. Guidelines for Mentorship:
  - a. Key topics for the mentor to review and apply with mentee:
  - b. Aspects of case management:
6. Mentee/Mentor Responsibilities:
  - a. Mentee responsibilities:
  - b. Mentor responsibilities:
7. Suggestions for Mentors when writing Mentee recommendations:
  - a. Writing recommendation letters:
  - b. What to write in recommendation letters:
8. Group Mentoring

9. Our Next Meeting date and time

**Week 5**

1. Questions, feedback, issues since our last meeting?
2. Conflict:
  - a. What is conflict?
3. Conflict Resolution Styles
  - a. Compromising; Bargaining:
  - b. Avoidance:
  - c. Competitive:
  - d. Collaborative:
  - e. Accommodating
4. Approaches for Conflict Resolution
  - a. Avoid Unilateral action:
  - b. Examine responses/issues for your own healing/clearing:
  - c. Control the Interaction to keep discussions positive and constructive.
5. Successful Conflict Resolution
  - a. Pre-requisites
6. Process Model of Conflict Resolution (Stages 1-4)
  - a. Stage 1 – Define the issue
  - b. Stage 2 – Make use of Facilitative Techniques:
  - c. Stage 3 – Move Toward Resolution:
  - d. Stage 4 – Implement Resolutions:
5. Our Next Meeting date and time

**Week 6**

1. Questions, feedback, issues since our last meeting?
2. Key elements of Certification Criteria 3 – Self Evaluation and Development
3. Key elements of Certification and Level 5 Criteria 5– Educational Resources
4. Certification Criteria Eight, Part 2 – Healing Touch Treatment Documentation (Certification Only)
5. Class review of treatment sheets submitted in Week 2 according to Step 4
6. Review a partial chart of Level 5 Requirements versus Certification Requirements
7. Our Next Meeting date and time

**Week 7**

1. Questions, feedback, issues since our last meeting?
2. Review Educational Resource and Development Homework
3. Review Leadership Model
4. Essential elements of consent and disclosure forms
  - a. Consent
  - b. Disclosure
5. What is a 'Safe Practice'?
6. Legality of Touch

- a. Laws and trends
  - b. The issue of liability
  - c. Insurance
  - d. Combining HT with other disciplines
7. Our Next Meeting (date and time)

### **Week 8**

1. Questions, feedback, issues since our last meeting?
2. Transference and Counter-transference (handout)
  - a. Transference
  - b. Counter-transference
  - c. Boundaries
  - d. Dual relationships
3. Essential elements of a Case Study - Certification and Level 5 Criteria Eight
4. Recommendations for working with mentees
5. Use of Sample Case Studies:
6. Our Next Meeting date and time

### **Week 9**

1. Questions, feedback, issues since our last meeting?
2. Evaluating the mentee's case management comprehension and expertise:
  - a. Case Management comprehension:
  - b. Mentee/practitioner Case Management Expertise:
  - c. Mentor Helps
  - d. Healing Touch Program and the role of Healing Touch Certification
3. Self care, self care, self care!
  - a. The physics of self care; it is not just a good idea!
  - b. Model what you want to see in your mentee
  - c. How much is 'enough' self-care?
4. Final case study class critique
5. Further support and resources – 6 months of mentoring is included in this course!  
Where to from here – instructor, community service, networking, individual and/or group mentoring, certification reviewer
6. Graduation!