

# AMI Policy Book

## Policy 2-2

### Workshop Basic Requirements

AMI certified trainers may decide, on an individual basis, how many class hours they need to deliver an AMI Workshop. This policy outlines the basic elements that must be covered in any AMI workshop, regardless of whether the Trainer chooses to deliver it in three, four, or five days, or any other format.

#### **Basic Elements for all AMI Workshops**

1. The Training Manual: Trainers are required to provide each student with the current AMI approved workshop manual, even if they use other training materials during their workshops. Certified trainers will be provided with an electronic master of the manuals, from which they can print copies, paying AMI a licensing fee for each student trained.(see *Policies 2-1 and 2-9*). One benefit of having all students receive the standardized manual is that when trainers and/or the AMI Certification Committee give a critique on a session, the student can easily be referred to the relevant section of the training manual. It also provides assurance that certain standards will be met and upheld.
2. Additional Handouts: Trainers may give students any additional handout materials that they feel are appropriate to the training. Once a year the AMI Development and Editing Committee may do an audit, asking each trainer to send in a copy or copies of any additional handouts that they provide. This is a quality control check, to confirm relevance and to make certain that AMI standards and requirements are being upheld.
3. Content: The TIR Workshop, for example, must cover the following basics as published in the current edition of the TIR Workshop manual, so that the TIR Workshop graduate can deliver TIR and Unblocking procedures, as a novice TIR facilitator:
  - a. **Basic TIR**: theory and practical application
  - b. **Thematic TIR**: theory and practical application
  - c. The **Unblocking Technique**: theory and practical application
  - d. **Communication Exercises 1 through 8**: theory and practical application
  - e. **Rules of Facilitation**
  - f. **Session protocol**: the session outline, end points, repair actions, and other basics
  - g. All students must **give at least one TIR session and one Unblocking session** during the workshop. Trainers are also strongly encouraged to have each student also receive at least one TIR session and one Unblocking session during the workshop

All the basics of any level of training need to be covered in any AMI approved workshop. A trainer or trainer-in-training, who is unclear on this should ask his or her

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trainer or contact the AMI Administrative Team at [admin@metapsychology.org](mailto:admin@metapsychology.org) to be put in touch with someone who is qualified to review this and answer any questions.

Quality Control: The following are required for any AMI/workshop:

- For all workshops, trainers are required to send a **typed** list to AMI which includes the name, address, phone number(s), and e-mail address of each student,. Trainers are also required to send in the evaluation form and quiz (provided to them in the AMI Trainer Kit) from each student at the conclusion of each workshop. For continuing education workshops, daily sign-in sheets (also found in the AMI Trainer Kit) may also be required (see *Policy 2-7*).
- AMI will issue an attendance certificate to each graduate provided that all requirements are met (see also *Policy 1-3 Issuing of Certificates*).
- Trainers are encouraged to explain to their students how they can become members of the TIR Association and AMI Certified Facilitators. When sending workshop graduates attendance and continuing education certificates, AMI will also send current certification information and TIRA will provide current membership information.
- Post-workshop supervision and consultation to help a graduate improve his/her facilitating skills is considered an internship. Qualified trainers are expected to work with their graduates who wish to obtain certification. Trainers not offering internships should refer the graduate to a qualified trainer who does, or to AMI to put them in touch with a trainer who does. (See *Policy 3-1 and 3-2* for guidelines on the structure of internships).