

# INCREDIBLE YEARS GROUP LEADER CHECKLIST

Morrison Child and Family Services  
Portland, OR

## *GENERAL NOTES*

The Incredible Years series requires 6-8 hours of time each week to prepare, teach, perform mid-week tasks and plan. The week or two leading up to class, as well as the first few weeks of class, may require a bit of extra time, then it should settle down.

We find that the Series is best taught as a 13 or 14 week class.

All documents referred to in **bold** below can be found here on the Incredible Years Website under the **Morrison** model.

## *PRE-SERIES PREPARATION*

Begin 6-8 weeks ahead if possible.

Task	Hints
Locate space for class and childcare.	
Arrange for meals or snacks.	
Arrange for childcare.	Have childcare folks come ½ hour early and stay ½ hour late to help. See <b>Group Leader Questionnaire</b> .
Arrange for any transportation issues for clients.	
Locate equipment: TV, VCR or DVD, videocamera & tapes to tape class.	
Gather all materials.	See <b>IY Starter Box</b> list
Market/Recruit.	Post fliers – see <b>Sample Fliers</b> . Contact other therapists/advocates to alert them to the group and send referrals. Typical attrition rate is 25%, so recruit 20 to get a 15 person group for example. See <b>Recruitment and Retention Strategies</b> for more.
Intake Appointment.	The more you tell your clients what to expect from class, the more likely they will come and stay! See <b>Recruitment and Retention Strategies</b> for more.

***FOR FIRST CLASS***

<b>Task</b>	<b>Hints</b>
Make nametags	
Set up folders	
Make signs for site	
Set up food bag	
Have Homework packets ready	
Copies of session evaluations	
Finalize Roster	
Confirm space/people/transportation	
Final review of <b>Group Leader Questionnaire</b>	
Set up binder w/ session outlines	
Make reminder calls/send reminder notes	
Set up attendance form	
Prepare incentives baskets	
Give instructions to childcare folks	Breathe deeply; it's going to go well!

***DURING SERIES***

<b>Task</b>	<b>Hints</b>
Midweek calls to parents to check in.	Weekly. Find out how the home practice is going and offer support, problem-solving! This is critical to both retention and behavior change!
Review & write in parents' folders.	Weekly.
Turn in evaluations & agenda checklists	Weekly. Photocopy & save as needed for Certification!
Write progress notes.	Weekly.
Debrief/plan for next class with co-leader.	Weekly. See <b>Co-Leader Roles Worksheet</b> .
Complete <b>Peer and Self-Review form</b> with co-leader.	4 <sup>th</sup> and 8 <sup>th</sup> classes
Review video of class with co-leader	Periodically, especially after a critical incident or to prepare for an IY Peer Review Group.
Attend an IY Peer Review Group.	Go with co-leader if possible. This is a 6-week series led by Cate Drinan to exchange support and strategies. Fliers will go out periodically when the group runs.

## *LAST CLASS*

<b>Task</b>	<b>Hints</b>
Have prepared all paperwork for parents to fill out, as well as small gifts/certificates for parent's graduation. Do parents want to do a potluck?	See <b>IY Completion Certificate</b> . Gather post-tests, etc. Bake a cake in the shape of the Pyramid! See <b>IY Troubleshooting Worksheet</b> to send parents off with as a "booster plan."

## *POST SERIES*

<b>Task</b>	<b>Hints</b>
Turn in all final paperwork as soon as possible	Photocopy final evaluations for Certification.
Celebrate!! You did great!!	

## *CERTIFICATION*

<b>Task</b>	<b>Hints</b>
Gather paperwork together to apply for Certification.	See <b>Certification</b> on the Incredible Years website.

And remember, don't hesitate to contact your Supervisor or Incredible Years Mentor if you have any challenges or questions!

