

SPOTTING AND COMBATting MANIPULATION GROUP POLICIES AND PROCEDURES

GROUP SPECIFICS AND ENROLLMENT

Topic: Spotting and Combatting Manipulation: Gaslighting, Minimizing and DARVO

Who is this group for: This group is for women who are suffering from the betrayal trauma resulting from an intimate partner's sex, pornography, or lust addiction.

Dates and times: The group will be 8 weeks long and held on Thursdays at 3pm CST. The group will run from November 03, 2022- December 29, 2022 with one week break on November 24, 2022. Each group will be 90 minutes.

Session format: Check-in (How are you?), introduction to content, group discussion, check-out (How was group for you today?), grounding exercise.

Cost: 8-week group \$220, 8-week group with 2 individual coaching sessions \$340

Required reading, homework, and group work: There will be no required reading for this group. Sometimes you will have a short homework assignment to complete between group sessions- Some questions to think about or an exercise to practice. There will be some written work done within the group sessions.

Prerequisites or qualifications: There are no prerequisites for this group. The only qualification for this group is that you are a female victim of Intimate Partner Betrayal Trauma, you are open to learning new tools, and are willing to share your strength, hope, and experience with the group. This group work can be very triggering so having at least one safe and supportive person outside of group is preferred but I know that this trauma is very isolating so you will not be disqualified if that is not the case.

The group screening process: Not everyone is a good fit for this group. The most important consideration for any Trauma Recovery Coaching Group is safety. As the leader of the group, it is my job to make sure that the group will be a safe experience for every participant. I want this group to be a helpful experience for everyone in it. As a result, in order to enroll in this group, I do have a screening process. This is an especially important part of ensuring that the group is a safe place for you and the other participants. The screening process is comprised of two parts: an application that I will ask you to complete and an interview that I will invite you to if I believe you to be a good fit for the group. No payment will be required until you have gone through the screening process and been invited to enroll in the group.

GROUP POLICIES

Payment: The cost of this 8-week group is \$220. You may wish to add on 2 individual coaching sessions (1 each month of the program) and that total cost is \$340. This payment is due at the time of your enrollment in the group.

Attendance: The group experience will be the most beneficial to you and your fellow attendees if you attend each session. Group coaching relies heavily upon the relationships you will build not only with me, the leader, but with your fellow group members. Because of this I do ask that you attend each group session. If you have an emergency and are unable to attend, I ask that you email me as soon as

you know you will be absent at btsccoachangela@gmail.com. If you are repeatedly absent without a reasonable explanation you may be asked to leave the group.

Late arrival: Please be on time for group. When people arrive late it is disruptive to everyone. I will allow for a 10-minute window for late comers, after which no one will be admitted. Please contact me via email if you know you are going to be late. If you are repeatedly late you may be asked to leave the group.

Be aware of your surroundings: For the safety of the group, it is especially important that we all keep confidentiality. What is shared in the group must stay in the group. When attending group, I ask that you find a private place for the duration of the group. I understand that kids may run in and out occasionally but if this is a common occurrence or if I find that your partner is listening in on group you will be asked to leave the group. In order to share openly and vulnerably we must ensure that everyone is in a safe space.

Contact with group leaders outside of group: I, as a group leader, am available via email outside of group sessions for questions about the group and to report information about your attendance. I do not provide crisis interventions for group coaching clients. If you are a one-on-one client of mine, you can schedule an emergency session through my website. If you are not a current client you can reach out to your coach, therapist, or safe support system if you are in crisis.

GROUP MEMBER INTERACTIONS DURING GROUP SESSIONS

Confidentiality: Everything shared in group by fellow group members is confidential. You may not share with anyone who is not a group member or leader. You may discuss your personal group experiences with your therapist, coach, or helping professional but you may not share stories or experiences shared by other group members.

Participation level: I recognize that participating in group discussions and exercises may be uncomfortable or even frightening for some clients. However, you will receive the most benefit from attending group if you actively contribute your thoughts, feelings, and ideas to the exercises and discussions. I wish for you to receive the greatest possible benefit for the group, so I ask that everyone be an active participant.

Respectful communication: Please communicate with group leaders and group members with respect, compassion, and kindness always. Sometimes, when we are triggered, we may begin to lash out at others. If this happens the group leader will ask members to stop and will provide them with resources that will help them to do so. The leader will guide the group back to a safe, grounded space. If there is a group member who repeatedly communicates with others in a manner that does not reflect compassion, respect, and kindness they may be asked to leave the group. We are all in various places in our recoveries, so it is important not to tell others what to do. You can and are encouraged to share from your personal experience what has or has not worked for you. You may share your individual experiences with religion, but proselyting will not be tolerated.

Process for removal from group: If you repeatedly violate the guidelines and expectations of the group during a group session, I may move you into a Zoom breakout room to discuss what is happening and to provide you with resources to help you more successfully navigate the group experience. If this happens frequently, or you violate group guidelines outside of group, I will schedule a one-on-one session with

you outside of the group time to discuss the issue. If it is appropriate, due to safety concerns for you or the other group members, I may ask you to discontinue your membership in the group.

Sharing in group: When you wish to speak in group you may raise your virtual hand, or your physical hand and I will call on you to share. You can also put questions in the group chat. Alternately, I may call on you to participate. You always have the right to decline to participate but remember that to get the most out of the group active participation is necessary. There will be times when we will have an open dialogue format. In those cases, raising your hand may not be necessary.

Group member interactions outside of group: Please be mindful of not excluding other group members if you plan activities or interactions with other group members. This exclusion can hinder group cohesiveness and relationship during session, which makes the group less effective for everyone. There will be a private Facebook group created for this group. Here you can lend support to each other and continue building healthy relationships with safe and supportive people.

EXPECTATIONS GROUP MEMBERS MAY HAVE OF YOUR GROUP LEADER

I will be on time for each group session

I will be grounded, centered, fully present, and focused on the group's work at each session

I have training, experience, and competency to lead the group given its topic and scope

EXPECTATIONS I HAVE OF YOU AS A GROUP MEMBER

That you will be on time and attend each group session

That you will respect the intellectual property rights of any material shared in group

That you will be honest about what you share in group

That you will participate, at a minimum, in each group's check-in, exercises, and check-out

That you will ask for help in understanding and participating in the group materials and process of you need it

That you will contribute to the wellbeing of the other group members by participating with respect, compassion, and kindness always

DISCLOSURES

Group work is not a good fit for every trauma survivor, depending on the topic and where they are in their recovery. I will work with you to determine if this specific group will support and benefit your recovery journey.

I want you to be aware that group work may impact your relationships, perceptions of the world and yourself. This may result in changes in the way perceive yourself, your life, and your relationships.

What you share with me in private or in group sessions is held confidential, with three exceptions. First, as a Trauma Recovery Coach certified by The International Association of Trauma Recovery Coaching, I am a Mandatory Reporter. This means that I am ethically bound to report to the appropriate agency any current and ongoing abuse to a minor, elderly, or disabled person that you disclose to me. Second, if you

disclose to me that you are a threat to yourself or others, I must report that to the appropriate persons to that you and anyone else remains safe. Third, there may be times when I consult with outside sources about cases. In these cases, no personally identifiable information will be used to discuss this case. However, discussion topics will be used to ensure that I am getting and giving the best assistance possible. The persons with whom I discuss cases are legally bound to keep information confidential.

I am a Certified Trauma Recovery Coach. I am not a therapist. As such I will not provide therapeutic interventions, diagnosis, or advice about mental health issues. Should you wish to seek the services of a therapist I can provide you with resources to locate one.

As a Certified Trauma Recovery Coach, I am ethically bound to consider your safety as my highest priority. The Association has clear protocols in place to guide my actions when clients have safety issues such as active addictions, suicidal ideation, and/or engaging in risky or self-harming behaviors. This is called our Escalated Care Protocol. If you or a group member demonstrates or discloses a safety issue during our work together, I will utilize this protocol to make sure that you or the group member gets the help need to be safe. If you have any questions about this protocol, please feel free to ask me.

Not all forms of technology are HIPPA compliant. This means that I cannot guarantee that confidential information will not be breached or that meetings cannot be hacked into by those with malicious intent.

Grievance procedure: I am required to let you know that I am a Certified Trauma Recovery Coach (CTRC) credentialed by The International Association of Trauma Recovery Coaching. As a CTRC I am bound to uphold the Association's Code of Ethics.

If at any time you feel I have failed to abide by the Association's Code of Ethics or wronged you in another way you are welcome to contact Dr. Judith Belton CTRC-S (jaibelton@iaotrc.com) who is the Chairperson of our Professional Standards Committee. She can send you a grievance form to complete and submit, as well as let you know the process that will take place after she receives your grievance. All reports and grievance actions are held confidential by the Profession Standards Committee.