

STOP Group Planning

Group facilitators

Name	Email	Phone	Emergency contact & number

Venue, time & dates

Venue	
Day of week	
Time	
Start and finish dates	

Parent engagement

No of parents offered places	
No attended introduction session	
No of parents waiting confirmation	
No of parents confirmed	
Confirmation letter /email	

Group planning table

Task	To consider	Name of lead person responsible for task
Timing	<ul style="list-style-type: none"> • 00.00 – set up • 00.00 – parents arriving/coffee • 00.00 – start • (welcome & home task feedback max 30 mins) • 00.00– break • 00.00– start home task & ending • 000 – end • 00.00-00.00 debrief 	
Referrals	Confirmation letter & reminder calls/emails	
Administration of the paperwork /referrals and evaluation forms etc.	<ul style="list-style-type: none"> • XXX forms to be signed • XXXX pre & post • XXX consent forms • Attendance form 	
Intro items for parents	<ul style="list-style-type: none"> • Each parent/couple a folder • Group dates & contact numbers • Video consent forms 	

Room set up	Chairs arranged, Group rules & best hopes displayed	
Refreshments	Coffee/tea etc. with light refreshments	
Session items	Manual ,Flip chart paper/pens	
Parent handouts	Weekly handouts and evaluation forms	
Weekly session plans	Print out of manual session plans	
Type up 's	Type up of weekly key points	
Mid-week calls/texts	To plan who will be making mid-week contacts	
Working roles	We will be honest with each – checking out working relationship and at debriefing after the group session weekly	

Session lead plan

Group leader (Content)	To lead on session planning, agenda, feedback, topic content, group activities/skills practices, activity items and home tasks
Co leader (process)	To lead on scribing, camera , handouts and ensure refreshments are ready at break time

Session	Date	Topic	Group leader	Co leader
Intro		Introduction to the course		
1		Make the change & teens brain development		
2		Miss the hook (the start of managing conflict)		
3		Listening skills		
4		Raising self esteem		
		No group half term		
5		Problem solving & parenting styles		
6		Setting limits and consequences		
7/8		Parent choice session		
9		Living as a parent		
10		Putting it all together & Certificate		