resolution
first for family law

Building our interdisciplinary communities

Collaborative POD training exercise

Introduction to POD training exercises

This POD training exercise is designed to be delivered at POD meetings as part of group work where case studies and role plays are explored.

This POD training exercise is part of a set available.

- Building our inter-disciplinary communities
- Matching our clients to the collaborative process
- Involving a family consultant in a collaborative case

Easily accessible from Resolution Central Office and good value for money, each session is designed to last for 1 hour to 1.5 hours.

www.resolution.org.uk/members/

The aim of POD training exercises are to:

- enhance your existing collaborative skills, refresh your collaborative learning, develop new skills with collaborative colleagues in your POD;
- provide tips to take away with practical ideas to enhance your collaborative practice;
- encourage the building of relations with POD colleagues from different disciplines;
- promote team working for the benefit of our collaborative clients and the generation of new collaborative work within PODs;
- promote the development of POD protocols for successful collaborative working.

Acknowledgements

Resolution is very grateful to the following people who have helped produce this pack:

Margaret Kelly
Marilyn Bell
Angela Lake-Carroll
Maura McKibbin

Instruction sheet – Collaborative POD training exercise

- Theme: Building our interdisciplnary communities
- Time estimate for duration of exercise: 1 hour 15 minutes
- CPD Points: 1

This pack includes the following:

- Outline of session with timing guidelines;
- Learning themes/Best Practice guidelines (to be copied for delegates to take away);
- CPD Registration form;
- Feedback forms for circulation and completion by POD members at the end of the session.

You will need:

1. Flip chart and pens
2. To photocopy the Best Practice Guidelines for each delegate to take away at the end of the training session.

How to use this training pack:

- First, it's generally best if one or two volunteers from your POD lead on coordinating the training session.
- The coordinator/s should be familiar with the training outline in advance of the session.
- The coordinator/s have the responsibility to facilitate the session, unless they wish to delegate this facilitation role, to make sure everyone in the POD feels fully engaged and the session keeps to time.
- Where indicated, the coordinator/s should ensure they flip chart main themes and ideas generated by the smaller working groups.
- At the end of the session the coordinator/s should circulate the Best Practice Guidelines for POD members to take away and ensure that the attendance record and feedback forms are completed by POD members and returned to Resolution Central Office.
- The collaborative learning generated by the training session will differ between PODs.
- The training packs are intended to be an introduction to a subject area opening up ideas and dialogue within PODs for further development and training. If POD members have ideas for future training packs, then please contact **info@resolution.org.uk.**

Outline of training session (time estimates are for guidance only)

To be read in advance by the co-ordinator

- Brief introduction and explanation of the aim of the session which is designed to focus on the importance of our multi disciplinary community in collaborative work with clients. Matters for consideration might include (but are not limited to):
  - how that community might add value for clients in terms of the breadth of experience clients can tap in to;
  - the cost effectiveness of accessing different experts at different stages in the client's process;
  - the synergy of working together for the benefit of separating families;
  - the aftercare that can be offered to separating couples in terms of support with their children and their individual financial circumstances beyond the end;
  - The importance of everyone in the community understanding well enough the expertise offered by other professionals and in particular what they can offer to those caught in family relationship breakdown **(5 minutes)**

- Organise the POD into small discussion groups within the various professions (that is, their existing professional group) and invite members to spend some time describing the role of other colleagues within the POD as they understand that role: for example,' What does a family lawyer (or family consultant or financial consultant or life coach) do, how do they work and what are their responsibilities? **(10 minutes)**

- Feedback session – compare the outcomes / descriptions produced by the various inter-disciplinary groups, flip charting for ease (This should give a starting point as to what each group understands of each other's current role and responsibilities, taking care to deal with misperceptions and to manage professional feelings). **(5 minutes)**

- Invite the same groups to spend time considering, from each professional perspective, what each think that collaborative clients want and need **(5 minutes)**

- Feedback session recording and comparing the outcomes and ideas produced by the various groups, flip charting for ease (this should ensure a focus on the client perspective). **(5 minutes)**

- Re-group into smaller groups but this time mix up the various professions within each smaller group and invite these mixed groups to produce a joint statement about what, collectively, they hope to achieve working with people caught up in family relationship breakdown **(10 minutes)**

- Feedback session – compare and discuss the results from the smaller mixed groups, flip charting for ease with the aim of creating the foundations of a 'Vision and Mission Statement' for the inter-disciplinary group. **(5 minutes)**

- Return the groups to their 'professional ' groupings to discuss drawing up a 'charter' describing what they expect/need from their colleagues (for example to include but not be restricted to the following:, instruction, level of information, provision and exchange, confidentiality, use of premises, timing, payment, concerns or complaints). **(15 minutes)**

- Feedback session – compare and discuss the results from the 'professional' groups seeking to create a master list of issues/aspects which might need to be the subject of discussion and agreement for each case where we are working together as an interdisciplinary team. **(5 minutes)**

- Summary/concluding remarks highlighting that all of us have the responsibility for the building of our professional community for the benefit of our clients and that the session ought to have highlighted how the various services fit together and also where there might be a lack of understanding about what we each offer and provide. . Our aim should be to organise our services for clients in the most seamless, efficient and cost effective way possible. **(5 minutes)**

- Circulation of Top Tips sheet and suggestion that some of those inter-disciplinary groups might want to organise a coffee to continue their dialogue outside the POD meeting.

- Explore with the group whether there are any aspects arising from today's training exercise which they would like to explore in more depth at a subsequent meeting. Consider with the group if one of the other professional groups/individuals might like to host such a session and plan a date for this to happen. **(5 minutes)**

10 top tips for communities

- **Communities need to be grown** – not just assembled
  - Take the time to get to know and understand what you each do and how you fit together

- **Communities are networks, networks increase business for everyone** – and benefit the client

- **Communities share responsibility** – and are not controlled by one person or professional group
  - Formulate a structure that provides for representation across all groups

- **Formulate a vision and mission for your community** to give yourselves a continuing aim and purpose

- Communities are inclusive – not exclusive
  - Avoiding or not being joined or familiar with other family professionals or systems available to your client will reflect badly on you

- **Be realistic about commitment**
  - Don't meet for the sake of meeting, make it easy for yourselves and include some social time and activities

- **Rotate meetings between your agencies/groups**
  - Share the load, find out where and how your colleagues operate, be confident that you can tell your client exactly what your colleague offers.

- **Set aside time to pool what you know and understand about your client group**
  - Don't just assume you know what they need and want
  - A multi-professional understanding of client need benefits everyone

- **Be visible to clients** – link through your websites, use new technology for low-cost communication and promotion

- **Plan an annual event that promotes your community**
  - A family advice day, participating in National Families Week, sponsoring/fundraising for a families' event or group, 'spring boarding' from other local events

- **Look after your community** – keep it fresh and relevant – review your aims and purpose at least annually

CPD registration form

Date of training ____________________ **CPD** ____________________ **Location** ____________________

Name	Firm	Signature

resolution
first for family law

Feedback form

Please give your assessment of each element of the course by ticking the appropriate boxes below:

A (Excellent) B (Good) C (Satisfactory) D (Poor) E (Very poor)

Quality of the training notes	A ☐	B ☐	C ☐	D ☐	E ☐
Quality of the training content	A ☐	B ☐	C ☐	D ☐	E ☐
Quality of the training presentation	A ☐	B ☐	C ☐	D ☐	E ☐
Overall assessment	A ☐	B ☐	C ☐	D ☐	E ☐
Was the course pitched at the right level?	Just right ☐	Too high ☐	Too low ☐		

Was this presentation helpful to you in working with your other professional colleagues?	
Did the presentation provide you with a clearer understanding of the role of the other professionals?	
Are you clear about how/when you might approach another professional to work with you and your client?	
What else would be helpful?	
For Family Consultants	
Was this presentation helpful to you in working with collaborative practitioners?	
Are you clear about the role you might have with family clients in a legal or collaborative process	
Are there areas which need further clarification and if so, please list:	
What else would be helpful to you?	

Where did you hear about this training? Please tick where applicable:

☐ Resolution mailing ☐ Resolution website ☐ POD mailing ☐ Word of mouth

☐ Other (please state) ______________________________

Any general comments: ______________________________

____

____

Please hand in to training coordinator or send to: