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# interview sheet for participants

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Interviewed by \_\_\_\_\_

**Introduce yourself, your role in Careforce Lifekeys, how long you have been involved, etc. Mention the fact that you have also been a participant.**

**1. How did you come to hear about this course?**

*This helps establish a person's understanding of the program and determines how much explanation is needed. It also helps ascertain the kind of support network the person may or may not have.*

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**2. What are your expectations in doing the course?**

*This will help to establish whether the person has chosen the course that meets their immediate needs. At this point you may discuss in broad outline some of the issues covered. This will further assist in establishing the appropriateness of the program selected.*

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\_\_\_\_\_  
\_\_\_\_\_

**Is there a main issue they are bringing to the program to deal with? (There may not be.)**

**3. What are your apprehensions?**

*This is the place to alleviate fears, begin the discussion of confidentiality, assure the person that no-one will do anything to them or cause them to do anything they do not choose to do. In other words privacy and choice is respected. However, they do need to realise that sharing and feedback are part of the healing process, so the level of healing will in part depend on their participation.*

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**4. Tell me briefly about your family background and current situation.**

*Keep it brief, this is not a counselling session, just enough to let you know something about their needs. This also further establishes which course is most appropriate and which facilitator/s may be a good fit.*

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\_\_\_\_\_  
\_\_\_\_\_

**5. Medical History - any psychological or psychiatric care? Are you currently on medication?**

*This is an essential issue. If the person is currently under medical supervision you may need to contact the doctor or therapist to ascertain suitability and support for the application. Taking this additional step is at your discretion, but if you do go ahead the applicant will firstly need to sign a Medical Release form (available on Lifekeys website).*

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**6. Discuss the issue of confidentiality.**

*This must be well established in the applicant's mind, as it may in fact be a new thought. Point out this is for their privacy and that of others, and includes not discussing who is in the group even with their partner, and not revealing what is said in the group even after the program finishes. They may discuss themselves or the material / teaching with others.*

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**7. Attendance - are you able as far as you know, to attend all sessions?**

*This is important! If the person is going on holidays in the middle of the course, then it is inappropriate for them to commence. This also applies if they cannot attend the two opening sessions. We have found these initial sessions, which include the Arena of Healing and vital small group introductory processes, are essential to a fruitful outcome for the group and the participants. Bonding and trust are otherwise delayed and the absent person may never feel part of the group.*

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**8. Explain how the program runs.**

*Reflections (10 mins) in large group for "wind-down" and encouragement; teaching (45 mins approx) for each program; small group (1 hour approx) for sharing and interaction with teaching.*

*Stress the importance of not missing a session. Check that they are familiar with the dates that the program runs.*

**At the end of the interview ask them if they have any other questions**

**Note:**

During the interview the applicant must receive a copy of the Group Agreement. Explain that this Agreement needs to be read before the program commences. On the first night, each participant will be asked to sign a further copy of the Agreement and hand to the facilitator.

**All applicants must receive a copy of the Group Agreement prior to the program commencing.**

May 2009