

## Procedure 9.14

### **Creating new Advanced Training Courses**

Introduced on a trial basis

#### **Objective**

The objective is to create new Imago Advanced Training Programs.

Programs will be created by faculty members for use by themselves and other faculty. This procedure is intended to ensure the following:

- New training programs are produced which meet the needs of the community
- These programs are available to be presented by a range of faculty
- These programs pass through appropriate professional review
- Those who create the courses are adequately rewarded and acknowledged

#### **Ownership**

The objective of this program is to develop a suite of Imago advanced trainings, which can be protected under copyright for use by the whole faculty.

The strongest protection we can give these programs is to copyright them all under the name of Harville Hendrix and Helen LaKelly Hunt. This then makes the programs available for use by the faculty, whilst at the same time bringing them under the trademark protection of Imago, and enables us to also be active in protecting against any copyright infringement.

#### **Recognition**

Program developers should be acknowledged through an accreditation such as "Course Developed for Imago Relationships by NAME."

#### **Reward**

Developers of the new training program will be rewarded through recovering their development costs through a reduced royalty.

The development cost should be calculated as the time and direct costs required to prepare materials.

The cost should include:

- Hours spent preparing materials at \$120 / hr
- Travel cost essential to the program, where it is essential to meet with a partner

It should not include:

- Time or cost to market or run a pilot, since this should be recovered by fees paid by attendees. However IRI will waive its fee for one pilot only per project.

Alternatively IRI may run the pilot, collecting all fees, and pay the developers a daily honorarium.

The developer may recover their costs by reducing the fee paid to IRI for all subsequent presentations of the program to 50% of the normal fee. (ie: If the fee is 20%, then only 10% is payable). This arrangement continues until the development cost is recovered. See the Program Development Form – Policy 9.15

For the highest priority programs, where it is strategically important to IRI to make these available quickly, IRI may also award honorariums to the developers. In this case there would be no reduction of the fee payable to IRI when the program is presented.

The development cost will be based on an estimate prepared at stage 2 (see below) and recorded on the Program development form. This form will also be used to record the number of times the developer presents the program and recovers the development cost.

#### **Overall program management**

All programs under development will be managed through the faculty advisory committee, which will agree priorities for program development with the faculty.

The faculty advisory committee will maintain a table of all programs under development as shown below:

Program #	Name	Creator(s)	Current stage	Next action / date	Priority 1-5

### Stage Gate Process

Course developer(s) should work closely with the faculty advisory committee following a step-wise process which is set out in the following table.

At the end of each stage the Course developer(s) should review progress with the faculty advisory committee. The Professional Training and Standards Committee should also be kept informed, so that they are better able to approve the program when it is ready for launch.

Stage	Work to be done	Decision at end of stage	What is needed for decision?	Who else should be informed?
<b>1. Project Definition</b>	Establish team if anyone is working with you  Outline program goals and target group  Define program(s) to meet the need,	<b>Faculty Advisory</b> gives go-ahead to start putting in work  Established priority on plan, and likelihood of funding	Program Development form section 1	
<b>2. Planning</b>	Establish program outline, budget, timeline, rewards and recognition, IP issues, pricing,	Detailed plan and budget approved  Approval by <b>faculty</b> for pilots and funds	Program Development (PDF) form section 2	PTSC, Board
<b>3. Prepare course and pilot</b>	Write program materials and run pilot. Gather evaluation	<b>PTSC</b> decide if more piloting needed, or ready for launch.	Evaluations from pilot and materials + PDF section 3	Faculty,
<b>4. Share</b>	Make materials available to other faculty members	<b>Faculty advisory</b> evaluates that sufficient materials available,	Good materials which can be used by anyone + PDF section 4	Faculty. Board, PTSC
<b>5. Improve</b>	Gather feedback and improve materials	<b>Faculty advisory</b> checks that feedback has been gathered	Evaluations complete and feedback shows its working +PDF section 5	

Please use the form provided in Procedure 9.15 to help track the program

