

GUIDELINES FOR INSTITUTE INSTRUCTORS

I. POLICIES

A. Objective

The Institute is an educational event. Its primary goal is to improve the skills and knowledge of clinical professionals in their use of group modalities. In alignment with the **AGPA Participant Agreement**, we are equally committed to fostering a safe learning environment and affirming group experience for all participants. By accepting an Institute faculty appointment, instructors agree to uphold and actively support the principles outlined in the Participant Agreement during their sessions.

B. Observations

One element of the Institute experience is observation of groups by committee members. This observation is designed to be helpful in a consultative capacity. All Institutes are observed for approximately 20-30 minutes, regardless of the instructor's level of experience. A second observation may be scheduled depending on the leader's need and the observer's availability. A committee member will serve as your observer and, along with the table group leader, will meet with you during scheduled meetings, luncheons, and as needed.

C. Faculty/Peer Consultation

You will be part of a table group that will meet at least six times (two of which provide lunch on Tuesday and Wednesday). One of these meetings will be virtual and will be arranged by your table leaders one to two months prior to AGPA Connect (see IIA below). Your table leaders are Institute Committee members assigned as your consultants, and they will support peer exchange, provide feedback about your group, and be available for specific problems and issues as they arise. You are expected to attend and participate fully in all scheduled meetings.

D. Changing Groups

Movement of registrants from one group to another is prohibited. Under exceptional circumstances, a move may be authorized by the Institute Co-Chairs. Please consult with them if such a need arises.

E. Co-Leadership

If you are leading your section with an invited co-leader, both leaders are required to attend all group sessions and meetings for the full two days of the Institute.

F. Special Problems

Institute Co-Chairs are available onsite and by phone throughout the Institute for consultation on special problems. Your first point of contact should be your table group leaders. If they are unavailable, you may reach out to the Institute Co-Chairs directly.

G. Evaluations

Instructors are expected to complete Institute evaluation forms themselves and to ensure that participants also complete their evaluations during group time. These evaluations provide important feedback to the committee and to faculty.

H. Recording and Confidentiality

Members and leaders may not use recording devices (audio, video, or Zoom recording functions) during group sessions. **Any notes that you take must not compromise confidentiality.** Confidentiality extends to both in-person and virtual formats, including chat logs, screenshots, or other digital records. If you are uncertain about what falls within the private domain of the group, please consult your table group leader.

I. Cancellations

If low registration necessitates cancellation of your group, you will be eligible to attend—at no cost—as a participant in any open Institute section of your choice. You will be notified approximately two weeks prior to the start of the Institute if cancellation seems likely.

J. Safe and Affirming Group Environment

Faculty are expected to model inclusive and respectful leadership consistent with AGPA's Safe Environment Conduct Policy, Statement on Inclusion, and Guidelines for Creating Affirming Group Experiences. If you encounter behavior that may be inconsistent with these principles, please consult with your table leaders or Institute Co-Chairs.

K. Professional Responsibility

Institute instructors serve as role models within AGPA. Your leadership contributes to participants' professional development as well as to the culture and reputation of the organization. We ask that you approach your role with integrity, openness to feedback, and commitment to professional standards.

II. MEETING SCHEDULE

To ensure the smooth running of the Institute, we have tentatively scheduled the following required meetings. If times change, you will be given as much advance notice as possible:

A. A virtual meeting will be held in January or February 2026 with instructors and their Institute Committee Table Leaders. (The names of your assigned table leaders will be sent to you in late fall.)

B. An in-person meeting on Monday, March 2, 2026, beginning at 7:15 PM local time. General announcements and small group discussions with Institute Committee members will be held to review procedures and answer questions.

C. Discussion group luncheons with assigned Institute Committee members will be held on both days of the Institute: Tuesday, March 3, and Wednesday, March 4.

D. At the close of the first day (Tuesday, March 3), instructors will meet with their assigned table groups.

E. After the final session of your Institute group (Wednesday, March 4), there will be a debriefing session for all instructors and Institute Committee members. A separate debriefing will also be held for all Institute attendees.

F. In addition, there will be a Wednesday evening reception, which is a social event. Further details will be provided closer to the date.