

Parenting Coordination 6-Week Online Training Expectations:

Welcome to Parenting Coordination Online Training from the Cooperative Parenting Institute. I am looking forward to supporting you on your journey of parenting coordination. Feel free to contact me at 404-273-3370 or cpiandfs@gmail.com. Once you register, I will mail each of you two books to use during the training and in your practice. One is a parent guide to use with your coparents (more guides can be purchased on our site at www.cooperativeparenting.com.) The other is a PC training and resource manual that I encourage you to start reading. It will help you better understand the training material.

There will be two lessons per week for six weeks for a total of 12 lessons for the 24 hr course (with another 2 hours for the LA professionals.) Each lesson will include narrated presentations, similar to PowerPoint, along with supplementary material such as handouts, articles, etc. The independent lessons begin on Saturdays and end on Thursdays. There will also be quizzes after each lesson and at least one assignment that is due by Thursday at noon. If your assignment is not turned in by this deadline you will be required to complete an additional assignment. If you have not been successful with the material by way of a quiz or assignment then you may not participate in the Zoom class. This is a requirement to ensure you have learned the material prior to moving to the next lesson. Zoom classes are recorded so you may listen to the live class but you may only do so, once. Attendance is important to your success.

Live Zoom Class: Each Friday there will be a live class from 12-2:00 pm EST. The live Zoom class covers Q&Q for the two lessons for that week along with other material. Plan to take notes while listening to your weekly lessons to make a list of your questions to bring to the Zoom meeting. You will post your questions in the chat of the zoom before the start of the live class. Most participants go onto Zoom around 11:50 EST to get their questions posted. Your questions are your way of “signing into” the class and it will give me an idea of what needs to be reviewed. Note: You will be expected to participate in the Zoom and to keep your video camera on during the complete 2 hour class.

There will be an **optional Introductory live Zoom meeting on the Friday before classes open** from 12-1 pm EST. We will introduce ourselves and I will walk you through the course site and answer any questions you might have. I will send you each a zoom link Thursday prior.

***** On-line Schedule *****

Your lessons are available each Saturday, beginning at 9:00 am. Your assignments are due by noon the following Thursday, the first live Zoom class on that Friday.

Week #1 Live Zoom Lesson 1 & 2 P.C., Characteristics of high conflict parents, Impact of high conflict on children and families./working with the legal System, legal terminology, the Appointment Documents, and marketing your practice.

Week #2 Live Zoom Lessons 3 & 4 Cooperative Parenting Model of PC, types of sessions, Intake and first joint session protocol, /Significant Other (asset or liability)/ Meeting children

Week #3 Live Zoom Lessons 5 & 6

Managing Anger/DV

Week #4 Live Zoom Lessons 7 & 8

Parent-Child Contact Problems. Alienation versus Estrangement and other forms of resistance, /Communication skills

Week #5 Live Zoom Lessons 9 & 10

General Tech, educational interventions, /Child Development and Parenting Plans, learning “in the event” language.

Week #6 Live Zoom Lessons 11 & 12

The Challenging Parent,/Ethics/Protocol

Fees: Early bird fee is \$850 until two weeks prior to the beginning of class. After this date, the full fee of \$900 is required. Your fee includes all the lessons, handouts, the live Zoom class, two textbooks plus shipping and handling for the Continent US.

For LA participants extra hours for an additional \$70. See the cancelation policy on our www.cooperativeparenting.com website.

Refund Policy: In order to receive the full fee, minus \$50 admin fee, you would need to cancel three weeks prior to the class date. If your books have already been received, the cost of the books and shipping will also be deducted. If you cancel with anything less than three weeks you will not receive a refund. Instead, you will have the opportunity to register for the next PC training for no additional cost.

ONLINE PORTION OF COURSE:

1. The presentations, handouts, resources, quizzes and assignments are all accessed on the course site at <https://www.cooperativeparentinginstitute.com/>. PLEASE NOTE: the training site **will not be available to you through this link until after the pre-zoom introductory** meeting. So, do not panic if you cannot get onto the site. Lessons #1 and #2 will not be available to you until after the prezoom meeting.
2. Beginning each Friday, after the live lesson, the material for the next week’s lesson will be made available to you beginning on Saturday.
3. Review the presentation and any additional material and complete the brief quiz for each lesson.
4. Assignments:
 - a. Please submit all completed assignments as a PDF uploaded to the course site. You will not be able to submit a link to or share an online document.
 - b. We highly recommend the use of a Word Processor that allows you to save a document to your computer (such as Microsoft Word) and not just an online editing tool.
 - c. You may be asked to make changes to an assignment before receiving final approval and completing the course. These will need to be re-submitted and will not be able to use the platform. In this situation of having to re-submit an assignment you will need to send them by email to cpiandfs@gmail.com.
5. Deadlines:

- a. You will be expected to complete Lessons and Assignments by 12:00pm EST on Thursday of each week so I can review and approve them before Friday's class. Without a reasonable excuse, if you do not have your assignment in prior to the live class, you will be assigned an additional assignment to ensure you fully understand the material. Depending upon the material you may or may not be included in the live class. For this reason, it is highly recommended that you submit your assignments by Monday to give yourself time for having to re-submit certain assignments.
 - b. Individual assignment extensions must be approved by the facilitator, before they are due.
 - c. You will be expected to have your assignments complete in order to attend the Zoom and progress to the next week's lesson.
6. The course site tracks your progress. It is important that you complete each page in each lesson as you progress through the course or we will not be able to issue you a Certificate of Completion at the end of the course.
7. You will have access to all the materials on the course site for four weeks after receiving your certificate of completion.

LIVE PORTION OF COURSE:

1. You will be required to attend and participate in the live Friday class, via Zoom, in order to receive course completion.
2. Even if you have requested an extension for an assignment, please make sure to review the lesson prior to class. You will not be able to participate without having reviewed the lesson.
3. Please come to each Zoom class early to post your two questions regarding the weekly material or topic into the chat feature.
4. Make sure to sign into the Zoom class no later than 11:50 AM EST. The Zoom meeting will be open at 11:45 EST so you can chat with one another, enter your lesson questions in the chat or address any log in problems. We will start promptly at 12:00. Your attendance will be determined by your chat questions being recorded prior to 12:00 pm. Please be on time as it is very disruptive to come into Zoom late.
5. Make sure you know how to use the "Chat Function" on Zoom to enter your questions to the class. If you type your two questions into a document in advance you can simply cut and paste into the Chat box once you log into Zoom. Here are instructions on using Zoom Chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat#:~:text=While%20in%20a%20meeting%2C%20tap,person%20or%20group%20of%20people>
6. You MAY be granted permission to miss ONE live lesson (except the last zoom meeting). If you miss a live zoom, you will be required to listen to the recording of the live class and answer a few questions afterwards. The recording will be posted to the course site.
7. For our live class on Zoom each week please ensure that you have:
 - a. a functioning webcam and microphone
 - b. a strong internet connection. This is important; a weak Wi-Fi connection will mean lag, freezing and disruptions during class. If possible, connect directly to your wi-fi modem. modem).

- c. Two prepared questions for the chat. These can be both on the same lesson or one from each lesson.
 - d. Keep your video camera on throughout the two hour Zoom class.
8. If you need assistance with using Zoom, below are some great instructional videos on how to use this technology:
 - a. How to Join a Zoom Meeting <https://youtu.be/vFhAEoCF7jg>
 - b. Joining & Configuring Audio & Video in Zoom <https://youtu.be/HqncX7RE0wM>

Additional Notes:

- Some of the lessons reference to either *The Parenting Coordination Reference Manual* (PC) or the *Cooperative Coparenting Through Separation and Divorce*, Parent's Guide workbook (PG). All of Susan's lessons can also be found in the Reference Manual.
- You will receive your Certificate of Completion within 1 week after your course is completed.

For more information contact Susan Boyan at cpiandfs@gmail.com or by text at (404) 273-3370.

Other divorce products and blogs at www.cooperativeparenting.com

Training platform and registration at www.cooperativeparentinginstitute.com

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NOTICE: My latest book is entitled, Transforming Coparent Conflict through Scripture and Psychology. It is written for the conflicted divorced Christian. If you are interested in receiving a free copy in exchange for an honest Amazon review, please let me know at cpiandfs@gmail.com. You may review this devotional and some sample chapters at www.transform-conflict.com

