

Spotlight Initiative

To eliminate violence against women and girls

Group Phase Checklists

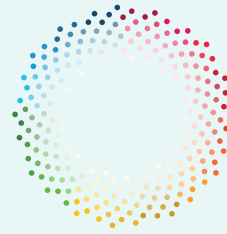
FOR SUPERVISORS AND FACILITATORS



Note: These forms can be used as a reminder of the different tasks to complete in each session, as a self-assessment tool for facilitators or by peers or a supervisor as part of ongoing learning and supervision.

Pre-Group Phase (Individual Session)

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Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
1	2	3	4	6	7

Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
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2.	Highlight the confidentiality						
3.	Reviews the person's depression symptoms by administering a depression rating scale						
4.	Inform the beneficiary that s/he has depression						
5.	Provide psycho-education on depression						
6.	Gives hope that depression is treatable						
7.	Assigns person the sick role Limited for adolescent						
8.	Mobilise the beneficiary's resources						
9.	Links beginning of depression to the interpersonal problem(s) - Timeline						
10.	Conducts interpersonal inventory						
11.	Explain the relation between depression and the problem area						
12.	Selects and agrees with the person on 1 or 2 IPT problem areas						
13.	Agrees with the person on interpersonal goals						
14.	Discuss with the beneficiary and inform: the number of group sessions, attendance, and group rules						
15.	Parents/caretaker involvement - for adolescent						
16.	Demonstrates knowledge of Group IPT model						
17.	Works at establishing a good relationship with prospective group member						
18.	Demonstrates good understanding of the person's problem and its context						
19.	Has a collaborative style						

Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

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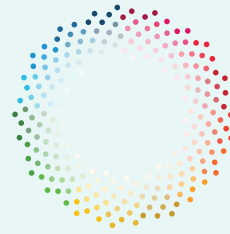
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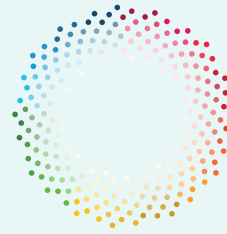
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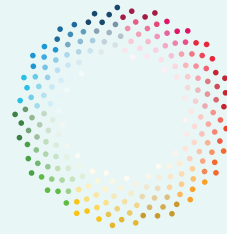
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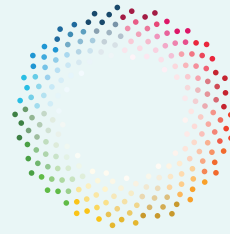
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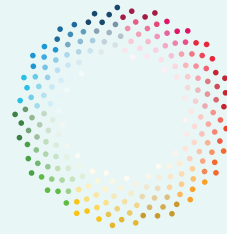
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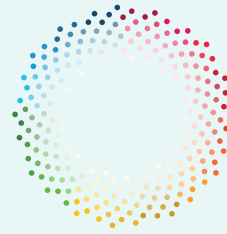
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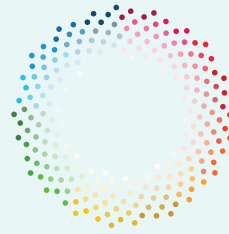
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15.	Parents/caretaker involvement - for adolescent						
16.	Demonstrates knowledge of Group IPT model						
17.	Works at establishing a good relationship with prospective group member						
18.	Demonstrates good understanding of the person's problem and its context						
19.	Has a collaborative style						

Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

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Pre-Group Phase (Individual Session)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
1	2	3	4	6	7

Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Introduces self and project to the person						
2.	Highlight the confidentiality						
3.	Reviews the person's depression symptoms by administering a depression rating scale						
4.	Inform the beneficiary that s/he has depression						
5.	Provide psycho-education on depression						
6.	Gives hope that depression is treatable						
7.	Assigns person the sick role Limited for adolescent						
8.	Mobilise the beneficiary's resources						
9.	Links beginning of depression to the interpersonal problem(s) - Timeline						
10.	Conducts interpersonal inventory						
11.	Explain the relation between depression and the problem area						
12.	Selects and agrees with the person on 1 or 2 IPT problem areas						
13.	Agrees with the person on interpersonal goals						
14.	Discuss with the beneficiary and inform: the number of group sessions, attendance, and group rules						
15.	Parents/caretaker involvement - for adolescent						
16.	Demonstrates knowledge of Group IPT model						
17.	Works at establishing a good relationship with prospective group member						
18.	Demonstrates good understanding of the person's problem and its context						
19.	Has a collaborative style						

Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

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Pre-Group Phase (Individual Session)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

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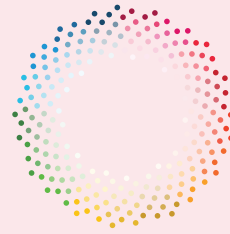
Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Introduces self and project to the person						
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Initial Group Phase (Group Session 1)



Initial Group Phase (Group Session 1)

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Supervisor					

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13.	Works at establishing rapport and group cohesion						
14.	Shares time fairly amongst group members						
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16.	Demonstrates knowledge of Group IPT model						
17.	Can keep the group focused						

Individual session: supervisor's recommendations to facilitator

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Initial Group Phase (Group Session 1)



Spotlight Initiative
To eliminate violence against women and girls

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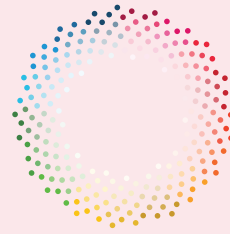
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Spotlight Initiative
To eliminate violence against women and girls

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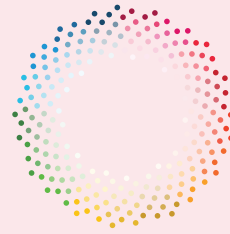
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Spotlight Initiative

To eliminate violence against women and girls

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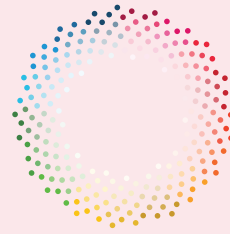
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Initial Group Phase (Group Session 1)



Spotlight Initiative

To eliminate violence against women and girls

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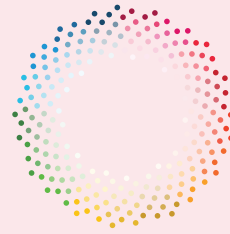
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Spotlight Initiative

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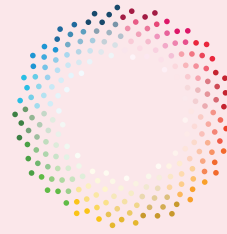
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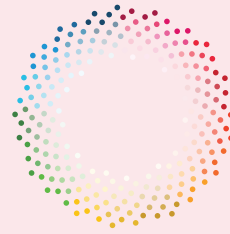
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Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
1	2	3	4	6	7

Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Introduces self and project to the group and conducts group ice-breaker activities (each member presents the person next to them, etc.)						
2.	Discusses the purpose of the group						
3.	Highlight the confidentiality with the group						
4.	Provide general psycho-education about depression						
5.	Encourage each group member to talk about his/her depression symptoms without them feeling guilty						
6.	Giving hope						
7.	Discuss in general the links between depression and IPT problem areas						
8.	Encourages each group member to talk about his problem area						
9.	Encourages each group member to talk about his goals						
10.	Encourages each group member to talk about his life problem						
11.	Outlines group rules (confidentiality, attendance, etc.)						
12.	Demonstrates knowledge of Group IPT model						
13.	Works at establishing rapport and group cohesion						
14.	Shares time fairly amongst group members						
15.	Parents/caretaker involvement - for adolescent						
16.	Demonstrates knowledge of Group IPT model						
17.	Can keep the group focused						

Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

Note: These forms can be used as a reminder of the different tasks to complete in each session, as a self-assessment tool for facilitators or by peers or a supervisor as part of ongoing learning and supervision.



Initial Group Phase (Group Session 1)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

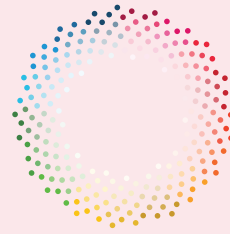
Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Introduces self and project to the group and conducts group ice-breaker activities (each member presents the person next to them, etc.)						
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12.	Demonstrates knowledge of Group IPT model						
13.	Works at establishing rapport and group cohesion						
14.	Shares time fairly amongst group members						
15.	Parents/caretaker involvement - for adolescent						
16.	Demonstrates knowledge of Group IPT model						
17.	Can keep the group focused						

Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

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Initial Group Phase (Group Session 1)

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
1	2	3	4	6	7

Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Introduces self and project to the group and conducts group ice-breaker activities (each member presents the person next to them, etc.)						
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13.	Works at establishing rapport and group cohesion						
14.	Shares time fairly amongst group members						
15.	Parents/caretaker involvement - for adolescent						
16.	Demonstrates knowledge of Group IPT model						
17.	Can keep the group focused						

Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

Plans for improvement (rehearse, assign reading, etc.):



Initial Group Phase (Group Session 1)



Spotlight Initiative

To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
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14.	Shares time fairly amongst group members						
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16.	Demonstrates knowledge of Group IPT model						
17.	Can keep the group focused						

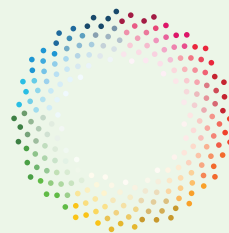
<p>Individual session: supervisor's recommendations to facilitator</p> <p>Strengths:</p> <p>Difficulties:</p> <p>Plans for improvement (rehearse, assign reading, etc.):</p>
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Middle Group Phase (Group Session 2-7)

Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
1	2	3	4	6	7

Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Welcomes group, reviews each member's depression symptoms for the past week with the depression rating scale and obtains depression score						
2.	Comments on improvement or worsening of depression and gives each group member hope						
3.	Connects improvement or worsening of depression to past week's interpersonal events and links these events to the IPT problem area(s)						
4.	Focuses on each group member's identified IPT problem area(s)						
5.	When a group member deals with grief, the facilitator enables discussion of the circumstances of the loss						
6.	When a group member deals with grief, facilitator reviews their relationship with the deceased person						
7.	When a group member deals with grief, the facilitator helps with a reconnection with the world and plans						
8.	When a group member discusses disputes, facilitator clarifies their expectations about the situation that triggered the dispute						
9.	When a group member discusses disputes, facilitator identifies problematic communications						
10.	When a group member discusses life changes, the facilitator helps them find positives and negatives about the old role						
11.	When a group member discusses life changes, the facilitator helps them find positives and negatives or opportunities in the new role						
12.	When a group member discusses life changes, the facilitator helps them develop skills to manage the new role better						
13.	When a group member is socially isolated, the facilitator helps them to acquire skills to engage in social interactions						
14.	Analyses interpersonal situations in detail to find out what happened (communication analysis)						
15.	Helps group members practice new communication strategies						
16.	Encourages group members to help each other to generate options to deal with problems						
17.	When group members have no options, the facilitator encourages them to find advocates and others with more power to help						
18.	Encourages group members to use role-play to rehearse desirable interactions						
19.	Demonstrates knowledge of Group IPT model						
20.	Works at establishing good relationships and group cohesion						
21.	Shares time fairly amongst group members						
22.	Can keep the group focused						

Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
Supervisor		

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
1	2	3	4	6	7

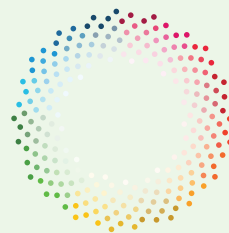
Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Welcomes group, reviews each member's depression symptoms for the past week with the depression rating scale and obtains depression score						
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Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Welcomes group, reviews each member's depression symptoms for the past week with the depression rating scale and obtains depression score						
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Individual session: supervisor's recommendations to facilitator

Strengths:

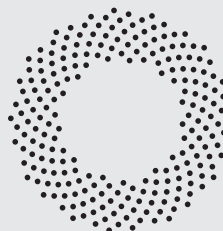
Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
Supervisor		

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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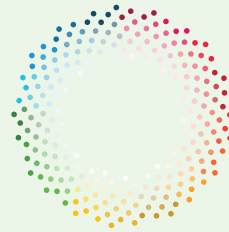
Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
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Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
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Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
Supervisor		

- Audio
- Live supervision
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Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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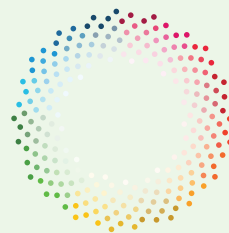
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Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

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Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
Supervisor		

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

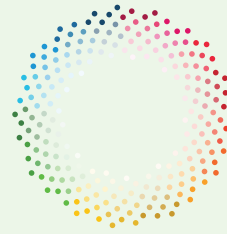
Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
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17.	When group members have no options, the facilitator encourages them to find advocates and others with more power to help						
18.	Encourages group members to use role-play to rehearse desirable interactions						
19.	Demonstrates knowledge of Group IPT model						
20.	Works at establishing good relationships and group cohesion						
21.	Shares time fairly amongst group members						
22.	Can keep the group focused						

Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

Note: These forms can be used as a reminder of the different tasks to complete in each session, as a self-assessment tool for facilitators or by peers or a supervisor as part of ongoing learning and supervision.





Middle Group Phase (Group Session 2-7)

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
1	2	3	4	6	7

Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Welcomes group, reviews each member's depression symptoms for the past week with the depression rating scale and obtains depression score						
2.	Comments on improvement or worsening of depression and gives each group member hope						
3.	Connects improvement or worsening of depression to past week's interpersonal events and links these events to the IPT problem area(s)						
4.	Focuses on each group member's identified IPT problem area(s)						
5.	When a group member deals with grief, the facilitator enables discussion of the circumstances of the loss						
6.	When a group member deals with grief, facilitator reviews their relationship with the deceased person						
7.	When a group member deals with grief, the facilitator helps with a reconnection with the world and plans						
8.	When a group member discusses disputes, facilitator clarifies their expectations about the situation that triggered the dispute						
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19.	Demonstrates knowledge of Group IPT model						
20.	Works at establishing good relationships and group cohesion						
21.	Shares time fairly amongst group members						
22.	Can keep the group focused						

Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
Supervisor		

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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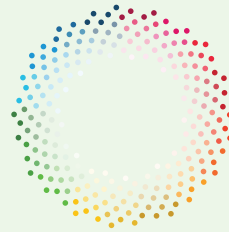
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Strengths:
Difficulties:
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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
Supervisor		

- Audio
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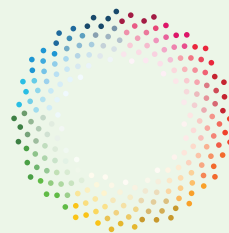
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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
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Strengths:

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
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Individual session: supervisor's recommendations to facilitator

Strengths:

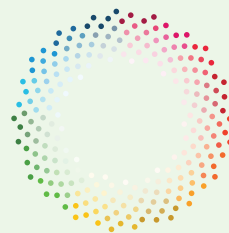
Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

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Individual session: supervisor's recommendations to facilitator

Strengths:

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Plans for improvement (rehearse, assign reading, etc.):

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Middle Group Phase (Group Session 2-7)



Spotlight Initiative
To eliminate violence against women and girls

Session #	Group ID	Date
Facilitator		
Supervisor		

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- Live supervision
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Individual session: supervisor's recommendations to facilitator

Strengths:

Difficulties:

Plans for improvement (rehearse, assign reading, etc.):

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Termination Phase (Group Session 8)

Termination Phase (Group Session 8)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

Please rate using the following key:

Superior	Satisfactory	Needs improvement	Failed to attempt	Not applicable to session	Could not assess in Supervision
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Competency (take into consideration facilitator's level of experience, i.e. 1st, 2nd, 3rd group)		1	2	3	4	5	6
1.	Welcome the members and remind them that this is the last group session.						
2.	Check on each group member's symptoms and mood the same way you have done in previous session.						
3.	Reviews each group member's depression score (using rating scale) from start of the treatment to now and comments on progress.						
4.	Reviews each group member's mood and IPT problem areas.						
5.	Reviews and check if the goals have been met. What remains to be done? Be specific.						
6.	Support group members who have not improved or who have only partially improved and make an action plan for each person according to their symptoms.						
7.	Discuss possible sources of problems in the near future, and skills that group members might use to prevent depression recurring.						
8.	Discusses warning symptoms of depression (How would you know that you are getting depressed again?)						
9.	Identifies successful strategies used in treatment.						
10.	Discusses generalization of strategies to future situations for group members.						
11.	Discusses his/her own and group members' feelings about ending treatment						
12.	Prepare notebook that includes the group members experience in the group - Optional activity						
13.	Close the session.						
14.	Celebration, a culturally appropriate termination ritual chosen by the group.						
15.	Demonstrates knowledge of Group IPT model.						
16.	Works at maintaining relationships with and amongst group members.						
17.	Shares time fairly amongst group members.						
18.	Is able to keep group focused.						

Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

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Termination Phase (Group Session 8)



Spotlight Initiative
To eliminate violence against women and girls

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Supervisor					

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Spotlight Initiative
To eliminate violence against women and girls

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Termination Phase (Group Session 8)



Spotlight Initiative
To eliminate violence against women and girls

Session #		Group ID		Date	
Facilitator					
Supervisor					

- Audio
- Live supervision
- Verbal report only

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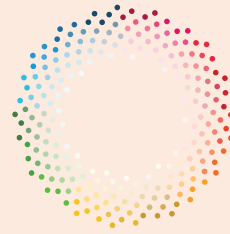
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Spotlight Initiative

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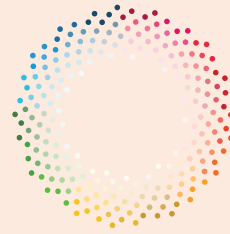
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Termination Phase (Group Session 8)



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To eliminate violence against women and girls

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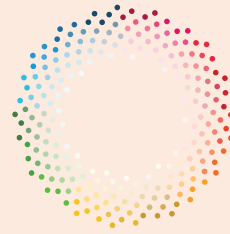
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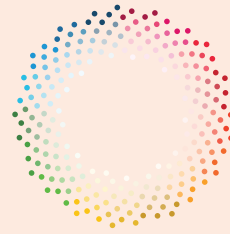
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8.	Discusses warning symptoms of depression (How would you know that you are getting depressed again?)						
9.	Identifies successful strategies used in treatment.						
10.	Discusses generalization of strategies to future situations for group members.						
11.	Discusses his/her own and group members' feelings about ending treatment						
12.	Prepare notebook that includes the group members experience in the group - Optional activity						
13.	Close the session.						
14.	Celebration, a culturally appropriate termination ritual chosen by the group.						
15.	Demonstrates knowledge of Group IPT model.						
16.	Works at maintaining relationships with and amongst group members.						
17.	Shares time fairly amongst group members.						
18.	Is able to keep group focused.						

Individual session: supervisor's recommendations to facilitator
Strengths:
Difficulties:
Plans for improvement (rehearse, assign reading, etc.):

Note: These forms can be used as a reminder of the different tasks to complete in each session, as a self-assessment tool for facilitators or by peers or a supervisor as part of ongoing learning and supervision.



