

# *Home Study Information*

## KRI Level Two Teacher Training Module

### Letter to Group Leaders/Facilitators

Dear Home Study Group Leader/ Facilitator,

Sat Nam. Part of your role is to help guide your study group through the completion of the fieldwork hours. The structured elements are:

1. Course participants all have a letter explaining the home study segment.
2. You will organize a conference call approximately every 30 days over a 90 period (3 minimum).
3. Please set the three conference call dates with your fellow group members during the classroom segment of the program.
4. You can set up your conference calls any way you like. We suggest two methods we have used successfully.
  - o SKYPE
  - o [www.freeconference.com](http://www.freeconference.com)

As facilitator, we suggest that you send your group an email within a week after the course to check in and verify the conference phone call schedule.

5. During your conference calls tune in, hold a check-in session (to see how everyone is doing), go over video lectures, discuss questions from the chapter, and generally make sure each person has the chance to share their questions, experiences with the meditations, etc.
6. Use the Guide for Group Leaders/Facilitators to assist you in how to guide the conference phone calls. Engage the participants authentically. Create an interaction, exchange, and dialogue that opens the opportunity for sharing and for reflection. Include discussions about what they learned, experienced, and encountered during the course.
7. After each conference call you may contact the administrator or lead Trainer with concerns, challenges, or questions.
8. The exam should be assigned on the second call and be completed before the final call. The exam should be distributed to all course participants on the last class room day of the program, or emailed to you later. On the third call you may go over any questions that your group members have or discuss what they learned from the exam.

10. As group leader/facilitator not only should you make sure you have contact information for all your group members, but please also provide your group members with your contact information.
11. At the end of the Home Study section, all participants in your group will mail their exam answer sheet to you. You will grade the exam, sign the Certificate Requirements form and send them back to the program administrator. You do not need to take the exam to qualify, however we do recommend that you take it as well, as it is a good way to go over the key points you learned in the course.
12. Once all qualifications have been met, a Letter of Completion will be emailed to each participant. They will also receive the Level Two Practitioner Certification form which will allow them to keep track of the five modules as they take them.

If you have any concerns about performing this role and these tasks, please discuss it with the head administrator or the Lead Trainer of the Level Two course that you are participating in.

Thank you for your invaluable role in this Level Two course. Sat Nam!