

INCREDIBLE YEARS BASIC PARENT PROGRAM

MINIMUM STAFF TIME FOR IMPLEMENTATION OF ONE SERIES

8 hours per facilitator to prep before each series

9 hours per week for each facilitator to prep, deliver, and plan

ESTIMATE OF TIME NEEDED	EXAMPLES OF ACTIVITIES (not all encompassing)
8 HOURS PREP BEFORE EACH SERIES	<ul style="list-style-type: none"> Review curriculum and identify questions or concerns for the upcoming series Practice or role play implementation of key skills Identify supplies needed and prepare materials
1.5 HOURS PREP BEFORE EACH GROUP	<ul style="list-style-type: none"> Set up rooms prior to families' arrival Prepare activities, materials, role practice props, and incentives Mealtime with families <p><i>NOTE: Add additional time for travel to and from sessions if necessary</i></p>
2 HOURS IMPLEMENTING GROUP	<ul style="list-style-type: none"> Greet/welcome families Implement Parent Group
30 MINUTES AFTER GROUP	<ul style="list-style-type: none"> Clean-up all meeting rooms
2 HOURS/WEEK PLANNING WITH CO-FACILITATOR	<ul style="list-style-type: none"> Debrief with co-facilitator Plan how to address any "parking lot" unresolved issues Identify content/process leader, review agenda, choose vignettes, prepare handouts for home activities Discuss strategies for group process and parent goals Determine roles and responsibilities for the coming week
3 HOURS/WEEK INDIVIDUAL PLANNING	<ul style="list-style-type: none"> Review curriculum content for the group session Make weekly phone calls to caregivers Review caregiver's home activities and offer written praise Participate in ongoing supervision at agency <p><i>NOTE: New staff may need additional time</i></p>

6 hours per week for coordination activities – Examples are not all encompassing

- Market program and build relationships with community partners and referral sources
- Recruit, conduct intakes, and assess goodness of fit for potential group members
- Complete and review paperwork and reports
- Collaborate with facilitators to provide support to caregivers, as needed
- Gather community resources to share
- Ensure facilitator debriefing and planning occurs
- Purchase supplies and incentives, copy handouts
- Confirm arrangements for transportation, if needed
- Make referrals for other services, as needed
- Reserve meeting location and coordinate meals/snacks
- Monitor and ensure compliance with funding requirements and manage program budget
- Provide ongoing supervision to facilitators
- Oversee the collection of process and outcome evaluation data