**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*

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<th>ESTIMATE OF TIME NEEDED</th>
<th>EXAMPLES OF ACTIVITIES (not all encompassing)</th>
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| **8 HOURS PREP BEFORE EACH SERIES** | • 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** | • Set up rooms prior to families’ arrival  
• Prepare activities, materials, role practice props, and incentives  
• Mealtime with families  
*NOTE: Add additional time for travel to and from sessions if necessary* |
| **2 HOURS IMPLEMENTING GROUP** | • Greet/welcome families  
• Implement Parent Group |
| **30 MINUTES AFTER GROUP** | • Clean-up all meeting rooms |
| **2 HOURS/WEEK PLANNING WITH CO-FACILITATOR** | • 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** | • 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  
*NOTE: New staff may need additional time* |

**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