Application to Host a MINT-Endorsed

Training of New Trainers

# Introduction

The first Training of New Trainers (TNT) in motivational interviewing was led by Bill Miller and Steve Rollnick in 1993 in Albuquerque, New Mexico, USA. The fourth TNT, held in Valetta, Malta, in 1997, was accompanied by the first informal meeting of what would later become the Motivational Interviewing Network of Trainers. Every year since 1997, alternating between North America and Europe, what are now known as MINT-Sponsored TNTs have been held in concert with the annual meeting of members of MINT, the MINT Forum. Led initially by Bill, Steve, or both, and more recently by other senior members of MINT, sponsored TNTs provide entry into MINT for those who complete them.

Beginning in Stockholm, Sweden, in 2001, TNTs have also been offered separately from the MINT Forum by MINT founders and members who have been granted endorsement of these events, allowing their participants entry into MINT as well. Reasons for endorsement of non-sponsored TNTs have included the need for TNT training in languages other than English held where trainees can more easily access them, as well as demand for TNTs in English that has grown beyond the available slots in sponsored TNTs.

Individuals and groups that wish to hold a MINT-Endorsed TNT must first complete a letter of interest. If approved, they must complete the application process described in this document. If the application is successful, they will work in partnership with the MINT Board of Directors to execute the planning of the event so as to ensure continued quality. MINT-Endorsed TNTs will be limited each year to ensure such quality remains in place. In addition to taking on the logistical demands traditionally handled by MINT organizers such as applicant quality review (now including integrating review of coded practice samples into the routine review of applications) and admission processes, applicants will be required to select a venue for the TNT training, arrange for trainee lodging and dining options, and handle registration.

# Special Notes About Application Review Process

Every application for a MINT-Endorsed TNT will be reviewed by a standing committee reporting to the Board of Directors (BOD), made up of a small number of MINT members. After reviewing an application that includes all the requisite information outlined in this document, the committee makes a recommendation to the Board about whether the application should be accepted or declined. Members of the review committee would like every prospective applicant to know about several important details about the review process, which are:

* Submitting a MINT-Endorsed TNT application is a time- and labour-intensive undertaking, requiring the collection and submission of large amounts of information. The review process will be greatly expedited if the application includes all the information that is asked for in this package – this reduces the likelihood the review committee will request re-submissions to address information gaps. **For support with the process, applicants are encouraged to connect with a MINT resource person**, especially if there are any uncertainties about the information requirements. For making this arrangement, please contact TNT Coordinator Colin O’Driscoll by **sending an email with the subject heading “Request for Endorsed TNT support, attn TNT Coordinator” to**  admin@motivationalinterviewing.org
* That the main purpose of any TNT is to increase the capacity for the provision of high-quality MI training in a particular region. Therefore successful applications include an explanation of how organizers can deliver a TNT that will meet the standards of MINT-Sponsored events. Given the complexity of the task, the review committee has agreed to make a MINT resource person available to field applicant inquiries during the application process. In addition, once an application is endorsed, organizers are expected to work closely with their MINT resource person to ensure all planning and implementation proceeds smoothly.
* Successful applications will have a detailed plan about how the applications from prospective TNT participants will be reviewed and demonstrate that this process – overseen by the lead TNT Trainer - meets MINT BOD standards. A key aspect of this internal review process is the MITI coding and evaluation of work samples. More information about this very important aspect is included in Appendix A. It’s recommended that if organizations don’t have a clear vision about how they can build in a process to evaluate work samples, that they consult with a MINT representative (Q: who will this be?) while they are composing their letter of intent.
* MINT-Endorsed TNT applicants are expected to do everything possible to set participant fees at the lowest possible level to maximize access to all qualified applicants. The review committee appreciates the need for organizations to cover the costs of delivering a TNT event - and that costs may vary substantially from region to region - but these types of events are not meant to generate profit for organizations or companies (eventually, the review committee wishes to establish benchmark fees for particular regions).
* It is strongly recommended that event applicants not commit to any venue bookings or other such arrangements until their application for the endorsed TNT is approved by the BOD. Organizations are advised to build into their planning process ample time to comfortably complete all the detailed tasks that are necessary for holding a successful TNT. It may be helpful to keep in mind that organizers of MINT-Sponsored TNTs begin their Trainer selection process about 9 to 10 months before the event date. At this point in MINT’s organizational development, applicants should consider that it may take several months for the committee to review the application, interact with the applicant to clarify issues, and make a recommendation to the BOD, which must then hold its own deliberations. Only after this process will the applicant be informed of approval or not to proceed with the event as an endorsed TNT. However, the review committee will make every effort to pursue a quick and efficient application review and requests that applicants specify their particular time constraints so that the committee can be sensitive to these details.

LETTER OF INTEREST

Please submit a letter of interest in providing a MINT-endorsed TNT to the MINT Board (500 words maximum) at board@motivationalinterviewing.org, including the following information:

* Applicant name and contact information
* Description of need for new MINT trainers in this particular area of the world
* Proposed trainers
* Qualifications for hosting a MINT TNT

The letter of interest will be reviewed by the MINT Board within eight weeks from the date the letter is received. The Board will decide whether or not the applicant can send a full proposal for providing a MINT endorsed TNT, based on the following considerations:

* The area: Is the area at a far distance from a planned MINT-sponsored TNT, thus meeting a need for qualified applicants who might otherwise be unable to attend a TNT?
* The language: Is the proposed MINT-endorsed TNT given in a language other than English, thus meeting a need for qualified applicants whose native language is other than English, in an area of the world without ample MINT trainers?
* Particular concerns: Is the region in which the proposed MINT-endorsed TNT is to be held in particular need of a TNT (for economic reasons, developmental reasons, or because there are insufficient MI trainers to meet the needs of this particular region)?

If the Board approves the expression of interest letter, it will invite the applicant to submit a full proposal for providing a MINT-endorsed TNT.

# EVENT PROPOSAL

Please submit a proposal (1000 words maximum) including the following information and plans:

* Applicant name and contact information.
* Description of need for new MINT trainers.
* Total number of trainee slots with percentage of “open” trainee slots to be made available.
* The method for advertising “open” slots.
* Proposed trainers.
* Details of the available venue or venues - names, addresses, and descriptions, including capacity, available meeting rooms, technical facilities (e.g., internet access to facilitate interactive web-based participation, audio-visual resources, projectors), accessibility to public transit, parking (The review committee appreciates that applicants will not be able to commit to booking arrangements until the decision on the TNT application is received).
* Name, address, and description of available lodging accommodation(s), including quality ratings, prices, ground transportation to the site, and accessibility to social and leisure opportunities.
* Provisional budget, including estimates of expected expenses and registration fee.
* Qualifications for hosting a MINT TNT.
* Past experience hosting similar events.
* Clear description of application review process including how coding and evaluation of practice samples will be undertaken (see “Trainee Selection” section below).

# LEAD TRAINER SELECTION

In the past, MINT-Sponsored TNT trainers have donated their time to conducted TNTs. In keeping with the spirit of “giving more than you take,” the Lead TNT Trainer must have previously led a MINT-Sponsored or MINT-Endorsed TNT on a volunteer basis. The Lead TNT Trainer must also be an active member of MINT, and have demonstrated professionalism in his or her previous endeavors. Please answer the following questions in a 1000 words or less.

1. Describe your own MI TNT experience (e.g., where, when and who taught you). In what ways have you shaped your own style of training based on what you learned from your own TNT and other experiences?
2. For how long have you used MI in a professional capacity (e.g. clinically, organizationally or research), and in what settings(s) or population(s)?
3. Describe what you have done to continue developing your proficiency in MI practice. Emphasize experiences involving directly observed supervision of practice and coding of practice samples on the MITI or similar instrument.
4. How long have you been providing MI training? Approximately how many workshops have you facilitated?
5. Briefly describe the types and levels of MI training you have provided.
6. In what ways has your practice of MI (spirit and techniques) enhanced your training workshops? Based on your experiences, what are the key and essential elements that come together to make a successful training?
7. Describe what you have done to continue developing your proficiency as a MI Trainer. Emphasize experiences involving directly observed training (e.g. by a co-trainer, supervisor/coach or participant) and/or taped samples of a training session. How have you used feedback to enhance your training?
8. In addition to promoting quality in MI training, the MINT organization values generosity in sharing one’s expertise with other MINT members, and giving of one’s time and talents for the benefit of populations in need.  In what ways have you expressed this value in your own work as a trainer (either within or beyond MINT)?

In addition, please provide the following information regarding the lead trainer:

* Name, resume and contact information.
* Location of the TNT attended by the lead trainer.
* Past TNT trainer experience.
* Additional experience in practicing, training, coding, and coaching MI.
* Demographic background, nationality, and language(s).
* Measure of training quality, such as a training sample or trainee satisfaction ratings.
* Volunteer work.

# SUPPORTING TRAINER SELECTION

Supporting trainers will be chosen based on the same criteria, but may be first time TNT trainers. A Supporting TNT Trainer who has previously led a TNT on a volunteer basis may receive a fee for this training. Applications for Supporting TNT Trainers should also answer the following questions:

1. Describe your own MI TNT experience (e.g., how, when and who taught you). In what ways have you shaped your own style of training, based on what you learned from your own TNT?
2. For how long have you used MI in a professional capacity (e.g. clinically, organizationally or research), and in what settings(s) or population(s)?
3. Describe what you have done to continue developing your proficiency in MI practice. Emphasize experiences involving directly observed supervision of practice and coding of practice samples on the MITI or similar instrument.
4. How long have you been providing MI training? Approximately how many workshops have you facilitated?
5. Briefly describe the types and levels of MI training you have provided.
6. In what ways has your practice of MI (spirit and techniques) enhanced your training workshops? Based on your experiences, what are the key and essential elements that come together to make a successful training?
7. Describe what you have done to continue developing your proficiency as a MI Trainer. Emphasize experiences involving directly observed training (e.g. by a co-trainer, supervisor/coach or participant) and/or taped samples of a training session. How have you used feedback to enhance your training?
8. In addition to promoting quality in MI training, the MINT organization values generosity in sharing one’s expertise with other MINT members, and giving of one’s time and talents for the benefit of populations in need.  In what ways have you expressed this value in your own work as a trainer (either within or beyond MINT)?

Please provide the following information regarding the supporting trainer:

* Name, resume and contact information
* Location of the TNT attended by the supporting trainer
* Additional experience in practicing, training, coding, and coaching MI
* Demographic background, nationality, and language(s)
* Measure of training quality, such as a training sample or trainee satisfaction ratings
* Volunteer work

# TRAINEE SELECTION

The MINT has standardized the process used to apply to a MINT-Sponsored or MINT-Endorsed TNT. This process includes having applicants respond to a specific set of written questions on the application, and submit an audio work sample for MITI coding (to be conducted by a MINT-contracted coding lab). MINT has developed a specific set of criteria to guide admission into the TNT that includes a review of the applicants’ written application and MITI coding results by a team of MINTies who have served as a TNT trainer or support.

Please provide a brief description of how your group will participate in the selection of TNT trainees. Although the coding will be overseen and administered by the MINT, it would be useful for the review committee to know of coding resources that are available in the language of the TNT. Please provide any information about coding in the language and/or region that you are aware of.

Please submit the trainee application document, which should include the same content as the application used in MINT-Sponsored TNT events (see Appendix D).

# TRAINING MATERIALS

Please include a description of the training materials, how they will be developed and how they will incorporate core curriculum outlined in Appendix B.

If possible, include samples of:

* Trainee manual.
* Trainer guide, including the model or guiding principles for workshop delivery.
* Training evaluation form.
* Training videos.
* Any other training documents.

Please note: a representative of the Review Committee can provide samples of materials that have been used in other TNTs upon request.

It is highly recommended that applicants use a evaluation form that is consistent with forms used in other TNT events.

# BUDGET AND FEES

Registration fees for MINT-Endorsed TNTs should be comparable to those charged for MINT-Sponsored TNTs. In some cases, there may be a valid reason to discount the cost due to hardship.  Please include such reasons where applicable in this section of the application. The budget for the event must include a payment to MINT of a minimum of 10% of the direct costs of running the event to cover costs of administrative oversight.

Using the budget template supplied to you upon approval of your letter of interest, please provide a comprehensive budget, including:

* Trainee cost of attending the event.
* Trainee dues (pro-rated) for the 1st year's membership in MINT ($110 + 12 x full months
remaining in the calendar year of the TNT).
* Trainer fees.
* Conference fees (itemized).
* Contribution to MINT (minimum 10% of direct costs).

# LANGUAGE CONSIDERATIONS

If there are any language considerations, a review committee representative will be available for a consultation. Applicants are encouraged to raise this issue at the earliest opportunity.

# POST-EVENT REPORT

It is an expectation that event organizers will prepare a detailed report of their experience conducting the TNT and submit the report to the MINT Board as soon as possible after the event wraps up (within a month of the final day of the workshop). The content of the report should include:

* A summary of participant evaluation results
* A final budget
* A final version of the workshop agenda as conducted (in case modifications were made on the fly)
* Recommendations for how the review committee and MINT can improve its processes, including the way future MINT-Endorsed TNT applicants can be supported.

It is strongly recommended that event organizers retain all their records (for instance, documentation for work sample coding/evaluation process), at least until the time they submit the post-event report to the BOD.

# CONTACT INFORMATION

**Letters of interest** should be e-mailed to board@motivationalinterviewing.org. Applicants whose letters of interest are approved will be given further information regarding submission of the full proposal. Applicants submitting a full proposal will be assigned a MINT representative who will serve as a resource and a liaison between the applicant, the Endorsed TNT Committee, and the Board of Directors.

Thank you in advance for your interest in conducting a MINT-Endorsed Training of New Trainers, and for being part of MINT.

**Appendix A: Additional Information About Coding Procedures**

Beginning with the 2011 MINT-Endorsed TNT in Asheville, the BoD (Board of Directors) required all applicants to a MINT-Sponsored or a MINT-Endorsed TNT to submit a work sample, in the form of an audio recording, to be evaluated for MI competency prior to admission to the TNT. The BoD elected to use the MITI as the primary evaluation tool because of its widespread use and reliability. As part of the process the BoD requested proposals from coding labs for conducting the coding. As a result of the proposal process, the BoD made agreements with two independent coding labs who are prepared to contract for oversight of the coding (and usually the coding itself) for applicants for a given TNT. The coding policy was further developed to require that all coding of TNT applicants be completed by one of these coding labs. The agreements between MINT and the labs are evaluated for renewal after 3 years. In addition, the BoD, in conjunction with advisors and the coding labs, made provisions for an alternate review when MITI coding was not available in the language of the sample. This process is also overseen by one of the approved coding labs.

The MITI coding results for each applicant, along with some basic feedback about strengths and areas for improvement, are given to the trainers for review. The BoD has specified the level of competency expected of successful applicants and provides detailed instructions to applicants about the submission process. There are also procedures for accepting second submissions should the first sample not meet the criteria for acceptance. The trainers have access to the coding lab for questions or concerns about the coding through the MINT TNT Coordinator. The intent is to keep both the coding process and application review as objective as possible. An event coordinator then provides feedback to the applicants after the completion of the review and the determination of acceptance. The coding lab has minimal communication with the applicants that is limited to the logistics of getting and reading the sample and forms.

The MITI coding fee is paid directly to MINT via regonline.com. There will be explicit instructions about this process provided to applicants or available on the website. For the MINT-endorsed TNT, applications should be very clear about this fee and that it is separate from the registration or application fee that is collected by the organization responsible for the TNT. Applicants must pay the coding fee even if they are subsequently not admitted to the TNT. The coding will not be completed until the payment has been made. In exchange for this fee, all applicants will receive their MITI coding results with some comments designed to support their ongoing awareness of their MI skills.

The MINT TNT Coordinator serves as a liaison between the coding lab, the BoD, the trainers, and the organization responsible for the TNT. The goal of the liaison is to ensure that the three processes (submission of application for participation in the TNT, payment of coding fee, and submission of work sample) are coordinated and proceed appropriately. In service of this goal, the Coordinator will supply a spreadsheet for tracking, monitor the payment of coding fees, and maintain communication with the coding lab and trainers about the coding results and feedback for the applicants.

In preparation of the application for a MINT-endorsed TNT, the organization applying should consider the following items:

1. Communication with potential applicants should contain information about the coding process, especially the rationale and fee.
2. If the TNT is not to be conducted in English or if work samples are expected in languages other than English, this is important to note on the application. If the organization has knowledge of MITI coders (or possible reviewers) in the language of the work samples expected, it would be good to include those in the application.
3. The process of tracking applications will be coordinated with the MINT TNT Coordinator throughout the entire application period.

**Appendix B: Essential TNT Training Elements**

# TRAINING ELEMENTS

These guidelines were developed at the request of the MINT Board of Directors for a statement of minimum essentials for a MINT-Sponsored TNT. They are meant to describe important goals and minimum tasks in conducting a TNT, and not to prescribe *how* to achieve them. The guidelines are grouped as Process, Content, and Values to be included in training.

**Process**

* TNT facilitators should, in their manner of training, practice the spirit and principles of MI. They should model good collaboration in working together within the TNT.
* TNT facilitators should themselves be quite proficient in the practice of MI, willing and able to demonstrate it on the spot.
* A substantial proportion of time in a TNT should be devoted to the participants practicing being trainers. Some system should be used to ensure that opportunities to practice as trainers are relatively evenly distributed among participants.
* TNT planning should allow as much as possible for participants to receive individual feedback on training skills from the facilitators.
* TNT participants should be introduced to a wide variety of methods for training MI. Beyond explaining and practicing particular training methods, participants find it useful for TNT facilitators to offer “meta-commentary” on experience and processes of using the methods (e.g., what can go wrong, points of training practice that have helped it to be more successful, variation with target populations, etc.).
* In conceptualizing and planning a TNT, think internationally. The approach and processes should be appropriate for participants who represent various languages, nations, cultures, and learning styles. This requires thoughtfulness in the pace, materials, and approaches of training, as well as careful attention to participants’ experience and reactions.
* Beware falling into the expert model as a trainer; manifest a collaborative guiding style in training.
* Be very cautious in using others’ materials and slides. The resources should be highly familiar and comfortable to the facilitators.
* A TNT plan should be developed far enough in advance to allow sufficient time for review and comment by thoughtful colleagues, including past MINT TNT Trainers.

**Content**

* The TNT should reach well beyond an MI workshop model, to include supervision and coaching based on observed practice, assessment of MI fidelity, and practice feedback.
* The TNT should typically take a generalist approach, drawing content and examples from a variety of areas of practice (such as health care, addictions, mental health, and criminal justice) and focusing on similarities of training and practice across these areas. In this regard it is desirable to have TNT facilitators with expertise in different areas and contexts of practice. With advance planning and announcement, however, a compelling case could be made for a TNT to be focused on a particular area of practice.
* The TNT should blend core MI content with processes for training. In general, TNT content should reflect the most current research and developments regarding MI.
* TNT trainers should share and discuss available research findings on the active ingredients of effective MI training and learning.
* Core content areas and training methods to be covered in a TNT include:
* The underlying spirit of MI
* Directing, guiding and following
* MI 4 processes
* Client-centered skills (OARS)
* Directional vs. non-directional use of OARS
* Recognizing change talk and sustain talk
* Eliciting change talk
* Responding to change talk
* Forming MI-consistent summaries
* Responding to sustain talk and discord
* Giving information and advice
* Negotiating a change plan and commitment
* Delivering MI in group vs. individual format
* Some time should be devoted to reflection on and seeking consensus about what MI is and isn’t.
* The TNT should introduce trainers to alternative systems for coding MI fidelity, and provide some experience in using at least one of them. It is not expected, however, that such training within a TNT would itself be sufficient to make participants reliable users or trainers of such systems.
* The TNT should prepare participants to negotiate training plans with clear goals and plans to achieve those goals.
* The TNT should include discussion, demonstration and practice is the use of role-play and real-play methods for training.

**Values**

* The TNT should actively communicate what have been institutional core values of MINT. These should be reflected in the content and process of the TNT, and brought to life by the practice of the TNT facilitators themselves. Four foundational values of MINT include:
* **Quality**. Excellence, reliability, ethics, integrity, professionalism, responsive to emerging evidence
* **Generosity**. Non-possessiveness, sharing, acknowledgment, collaboration, cooperation, giving more than you receive
* **Openness.** Evolving, emergent, open-minded, innovative, flexible, expanding the boundaries, growth, humility, curiosity, self-critical
* **Respect**. Valuing of individual and professional diversity, internationality, egalitarianism, welcoming, inclusivity, multidisciplinary, acceptance
* Some time should also be devoted to reflecting on the personal and professional aspirations of participants in becoming MI trainers.

**Duration of workshop**

● Most MINT-sponsored and endorsed TNTs have been three days in length. This remains the minimum duration, given expectations regarding coverage of the core curriculum outlined in this appendix. However, certain regions have tried longer events (TNTs four days in length are not uncommon ).

**Appendix C: Budget Template**



**Appendix D: MINT-Sponsored TNT Application**



 Version: Nov. 12, 2013.