



Information for Organizers of Trainings in Positive Psychotherapy (as of January 2017)

Note: This information has been compiled by the WAPP Head Office based on experience of international trainers and organizers of trainings in Positive Psychotherapy. Training contents are defined by the WAPP Board and are described in the Training Standards for Positive Psychotherapy.

The information in this leaflet is designed to give a global overview on the organization of trainings. The organizers are – of course – free to organize their trainings individually, as long as they are in accordance with the Training Standards and the Ethical Guidelines of Positive Psychotherapy.

In cooperation with organizers in many countries, the World Association for Positive and Transcultural Psychotherapy (WAPP) offers training seminars in Positive Psychotherapy.

Positive Psychotherapy seminars can be held at any kind of location providing enough space for a group, teaching equipment like flipcharts or black boards, and enough privacy to guarantee an atmosphere of focused academic work.

If you wish to offer trainings in Positive Psychotherapy, the following information might be helpful. The WAPP Head Office has collected it based on experience of organizers who managed to build up successful training institutes. So, if you want to be successful as well, please consider the following. However, this information may differ from country to country.

And also please keep in mind the [Ethical Guidelines](#) of Positive Psychotherapy, which you can find and download on the WAPP website:

http://positum.org/fileadmin/user/pdf/WAPP_Documents/WAPP_Ethical_Guidelines_2009_08.pdf

• Organizer

- As an organizer you can either be a trainer of Positive Psychotherapy yourself or someone with medical/psychological background or even a person who simply likes to manage and organize educational seminars. A certain interest in psychotherapy, human relationships and different cultures are self-evident, though, as well as emotional and social skills.
- An organizer is able to take tasks as well as to delegate them.
- His or her intention to serve the matter should be more important than financial intentions. It takes some time to establish a well performing training institute or Center (see also “Financial Issues” and “Establishing Centers”).

• Training

- Education in Positive Psychotherapy consists of two different training programs: Basic and Master Training. Students of the Basic Training receive the Certificate as “Basic Consultant of Positive Psychotherapy”. If they wish to continue their study of Positive Psychotherapy they may participate in a Master Course to become “Certified Positive Psychotherapists”.
- The trainings are split up in modules of usually three days each. The Basic Training consists of four modules, the Master Training of 10 modules. The number of hours per day should not exceed 10 academic hours (45 minutes). Details please find in the Training Standards of Positive Psychotherapy.
- The organizer is responsible for the whole course of seminars. He or she collects students in sufficient number, contacts trainers or the WAPP Headoffice to make the contacts, takes care of flights and accommodation for the trainers, edits course books and other course materials and – in close cooperation with the trainers – organizes supervision and exams.
- Once a course is announced in the name of Positive Psychotherapy and the course starts, the organizer has the full responsibility towards the participants to give them the chance to finish the course. Interruption of the course harms the image of Positive Psychotherapy.
- If trainings are held in English language they are usually accompanied by a translator who translates into a country’s local language. The organizer is responsible for the translator. The



organizer cannot be the translator and also no participant can be the translator. The translator does not necessarily need to have a psychological background, but should have emotional and social skills to serve the group accordingly.

- At the beginning of every course the organizer hands the Ethical Guidelines of Positive Psychotherapy, a confidentiality agreement and a note with the national requirements to the course participants
- Participants of Master Courses have to sign these with the note “I have read ... and agree with them”.
- The participants are allowed to miss one module of the training, but they have to pay for the whole training. A missed module can – after clarification with the Head Trainer – be repeated by homework. To prevent unnecessary absence, if possible, please do not give this information to the participants beforehand. Inform them about this regulation only if the case occurs.

• Trainers

- Depending on the training programs, different trainers of Positive Psychotherapy will teach the groups. There are Basic Trainers and Master Trainers of Positive Psychotherapy. A Basic Course is given by at least one Master Trainer or two Basic Trainers. If the organizer is the trainer, at least one more trainer should teach the group in at least one module. A Master Course is given by at least two and no more than four different Master Trainers.
- Exceptional situations can be discussed with the WAPP.
- One trainer is the Head of the Trainer Team. He or she is responsible for the group in educational terms and always teaches the first and the last module.
- The trainers should be contacted at least four weeks before the training starts. If either the trainer or the organizer has to cancel a seminar date, he or she has to do this within an acceptable timeframe or is responsible to cover the costs emerged for flight tickets or hotel reservations.
- The trainers can present the courses in their personal way, i.e. they have to respect the teaching guidelines, but may adapt to the individualities of countries, cultures and – of course – themselves.

• Group

- The number of participants of a Basic Course should be at least 12 and not exceed 40. The number of participants of a Master Course should be at least 12 and not exceed 25. The actual number of participants within this range depends on the organizer. He or she has to make sure to cover all incurring costs (see also “Financial Issues”).
- The group is closed, i.e. no further participants are allowed to join the group module by module.
- If a Basic Course does not generate enough participants for a Master Course, two or more Basic Courses will have to take place before a Master Course can be started.

• Exams

- Written materials necessary for exams can be handed in in English, but also in the country's local language with a short summary in English.
- Oral exams of a Basic Course can be done with one Basic or Master Trainer; oral exams of a Master Course have to be conducted by two Master Trainers.
- The two Master Course examiners have to be Master Trainers.
- If there are no two Master Trainers available in a country, an outside person may be the second examiner. This person has to be a well-known psychiatrist, psychologist or psychotherapist with a comparable psychodynamic or humanistic background.
- The Master Trainer who does the exams has to be the Head of the Trainer Team.
- Written exams have to be corrected by the same examiners who do the oral exams.
- If written exams (thesis) are insufficient they have to be repeated before the student can do his/her oral exams.
- If a student fails the final examination, he/she may repeat the exams. Trainer and organizer will inform failed students how to proceed. There is no limit for repetitions.



- **Financial Issues**

- The organizer is totally free to discuss the honorary with the trainer. The international trainers usually get 300.- to 500.- €, national trainers 50.- to 300.- € per day plus travel, food and accommodation expenses.
- The organizer must expect the following costs that he or she has to cover with participants' fees:
 - * at least 1,500.- to 2,000.- € per module for trainers
 - * rooms, translator, coffee breaks and hand-outs
- Therefore, the organizer is free to define the fee per participant and course according to his/her expenses.
- Trainer fees are NET, i.e. VAT or other taxes are not included.
- Trainers are paid at the end of each module, preferably cash. If paid via bank transfer the costs for the transfer have to be paid by the organizer/participants.
- The organizer is responsible for these costs as well as for guidelines, confidentiality etc.

- **Establishing Centers**

- A Center for Positive Psychotherapy can only be established after a first Basic Course has been completed.
- WAPP decides together with trainers, course participants and organizer if a training location can get the official status as a Center.
- When you are planning to establish a Center, an Association, an Institute, or even Academy, **please always contact the WAPP Board for consultation first.**
- After approval by WAPP, a Center Agreement will be signed. Center Agreements are comparable to a license, which allows you to use the name and method of Positive Psychotherapy. Center Agreements are not exclusive, i.e. there can be more than one official Center in one country or even town.
- Before establishing a Center, an official group may be formed.

For further information please see the WAPP website www.positum.org or contact the Head Office.

World Association for Positive and Transcultural Psychotherapy (WAPP)

Head Office

Luisenstrasse 28

65185 Wiesbaden

Germany

E-mail: wapp@positum.org

Web: www.positum.org

Phone: +49 611 450 34 40

Fax: +49 611 450 34 24

