

# Incredible Years®

## Baby Parent Group Leader Collaborative Process Self-Reflective Checklist

updated January 2014



This checklist is designed for group leaders to complete together following a group session, or for a group leader to complete for him/herself when reviewing a video of a session. By watching the video of a session, and self-reflecting on the following points, a leader can identify specific goals for future progress. This checklist is designed to complement the more specific checklist for each session, which lists the key content and vignettes that should be covered.

Leader Self-Evaluation (name): \_\_\_\_\_

Co-leader Evaluation (name): \_\_\_\_\_

Certified Trainer Evaluation (name): \_\_\_\_\_

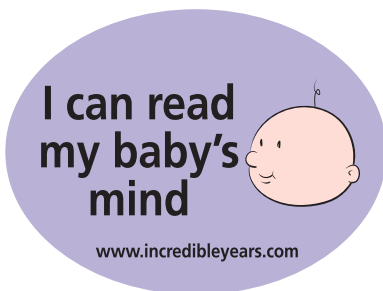
Date: \_\_\_\_\_

**SET UP**

**YES      NO      N/A**

**Did the Leaders:**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Set up the chairs in a semicircle that allows everyone to see the TV/monitor?  | _____ | _____ | _____ |
| 2. Have several large, clean blankets or large, plastic, soft pads on the floor where babies can be put down. Also provide a variety of toys, extra diapers, a place for diaper changing and a rocking chair. | _____ | _____ | _____ |
| 3. Write the agenda on the board and review verbally?   | _____ | _____ | _____ |
| 4. Have handouts and home activities ready for review during the session (if possible provide <i>Incredible Babies</i> book/journal)?   | _____ | _____ | _____ |



## Leader Collaborative Process Checklist, Continued

### REVIEW PARENT'S HOME ACTIVITIES

YES NO N/A

#### Did the Leaders:

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Begin the discussion by asking how home activities went this week? (e.g., baby proofing, singing, playing, speaking, providing visual stimulation, speaking parentese, coping with crying, getting support, self-care, etc.) (Some example open ended questions the leader can ask are included in the manual.)  | _____ | _____ | _____ |
| 2. Give every parent the chance to talk about their week and share their babies' new developmental changes (Things I Can Do Handout)?   | _____ | _____ | _____ |
| 3. Praise parents' discoveries and learning about their babies during the week (likes and dislikes)?  | _____ | _____ | _____ |
| 4. Highlight key principles parents' examples illustrate? (e.g., "Wow! You are really learning to read your baby's cues. I am giving you the "I can read my baby's minds" sticker." Or, "You have learned the tango dance by the way you are interacting and being so responsive with your baby. You get Tango Dance principle.")   | _____ | _____ | _____ |
| 5. Start the session with parents playing with their babies and giving them feedback on their responses or talk about their baby's responses to them?   | _____ | _____ | _____ |
| 6. If a parent's description of how they applied the skills makes it clear that he/she misunderstood, did the leaders accept responsibility for the misunderstanding rather than leave the parent feeling responsible for the failure? (e.g., "I'm really glad you shared that, because I see I completely forgot to tell you a really important point last week. You couldn't possibly have known, but when you do that, it's important to..." vs. e.g., "You misunderstood the assignment. Remember, when you do that, it's important to...") | _____ | _____ | _____ |
| 7. Allow for some discussion of issues beyond the immediate topic at hand? (E.g., other concerns with baby not related to today's topic, or non-parenting issues that are of concern such as marital issues, how to deal with in-laws, death in the family.)<br>Praise and encourage parents for what they did well and recognize their beginning steps at change, rather than correct their process?   | _____ | _____ | _____ |
| 8. Make sure that the discussion is brought back to the specific topic at hand after a reasonable time, without letting free-flowing discussion of other issues dominate?   | _____ | _____ | _____ |

## Leader Collaborative Process Checklist, Continued

### WHEN BEGINNING THE TOPIC FOR THE DAY

YES NO N/A

#### Did the Leaders:

1. Begin the discussion of new topic with open-ended questions to get parents to think about the importance of the topic? (Some example open-ended questions the leader can ask are included in the manual at the beginning of each session.) \_\_\_\_\_
2. Paraphrase and highlight the points made by parents—writing key points on the board? \_\_\_\_\_

### WHEN SHOWING THE VIGNETTES

YES NO N/A



#### Did the Leaders:

1. Begin by showing DVD narration and pausing narration periodically to clarify terminology or meaning or narrator's comments, or so parents can ask questions? \_\_\_\_\_
2. Introduce vignettes by telling parents what to watch for in the vignette regarding parenting skills or baby's responses. \_\_\_\_\_
3. Pause vignettes to ask what parents notice in vignette, what they might do differently or how they would respond? \_\_\_\_\_
4. Paraphrase and highlight the points made by parents—writing key points and principles on the board next to parents' names? \_\_\_\_\_
5. Move on to the next vignette after key points have been discussed, rather than let discussion go on at length? (This ensures that the leaders will have sufficient time for role-playing and for showing all vignettes.) \_\_\_\_\_
6. Allow for discussion following each vignette? (If vignettes are played one after another, parents may not catch the key points illustrated. Additionally, they won't have an opportunity to process emotional reactions they may have to vignettes. **IF** the group is clearly behind schedule, it is okay for such discussions to be very brief, getting parents to highlight key points in a sentence and then quickly move on.) \_\_\_\_\_
7. Pause as needed during discussion if babies are crying to sing songs and help babies regulate? \_\_\_\_\_

## Leader Collaborative Process Checklist, Continued

### PRACTICE AND ROLE PLAYS

YES NO N/A

#### Did the Leaders:

- |   |       |       |       |
|---|-------|-------|-------|
| 1. After pulling out key points from vignettes, explore how these ideas can be used at home with their baby?  | _____ | _____ | _____ |
| 2. Stop periodically to play with babies to demonstrate a skill such as reading to the baby, singing, playing with hand puppets, talking to baby using parentese voice, feeding babies, playing peekaboo or a game, diapering, etc? | _____ | _____ | _____ |
| 3. Occasionally do practices that allow parents to be in role as baby so as to experience world from baby's perspective (e.g., being fed by a parent, being yelled at)?   | _____ | _____ | _____ |



### OTHER TOPICS

YES NO N/A

#### Did the Leaders:

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Integrate "baby alerts" about safety proofing one's home through out sessions (e.g., how to put baby to sleep, how to make bed safety proof, ways to feed babies safely, etc.)? | _____ | _____ | _____ |
| 2. Discuss how parents are finding support so they are rested and how they are building a support team?  | _____ | _____ | _____ |
| 3. Review with parents ways they can use positive self-talk, coping self-statements and relaxation methods to stay calm when frustrated with babies crying?                        | _____ | _____ | _____ |
| 4. Discuss baby's brain development and the impact regarding scaffolding and strengthening baby's neuron connections?  | _____ | _____ | _____ |
| 5. Summarize key points of discussion periodically?  | _____ | _____ | _____ |
| 6. Adapt home activities depending on whether parents have custody of their babies or have weekly visitations?   | _____ | _____ | _____ |
| 7. Discuss parents self-care to keep themselves rested and relaxed?  | _____ | _____ | _____ |

## Leader Collaborative Process Checklist, Continued

### REVIEW REFRIGERATOR NOTES, HOME ACTIVITIES JOURNALS AND WRAP UP

YES NO N/A

#### Did the Leaders:

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Begin the ending process with about 15 minutes remaining?   | _____ | _____ | _____ |
| 2. Review or have parents review each point on refrigerator notes out loud, commenting on why each point is important?   | _____ | _____ | _____ |
| 3. Review or have parents review the home activity sheet, including why it is important, and how they will try to do it? | _____ | _____ | _____ |
| 4. Have parents complete the session evaluation form?  | _____ | _____ | _____ |
| 5. End the session on time?  | _____ | _____ | _____ |



**REMEMBER:** Your goal in the group sessions should be to draw from the parents the key ideas, insights and management principles so they can self-reflect as well as learn from each other. When possible, parents should be the ones who generate the principles, describe the significance for achieving their goals, highlight what was effective or ineffective on the video vignettes, and practice how to implement the skills in different situations. These sessions should be relaxed, fun, and include practice interactions with babies and singing. People are far more likely to use new behaviors when they have seen them being used successfully (video and live modeling) and when they have practiced them with support and feedback than when they simply hear about them in a didactic way. Try to provide special stickers or prizes for parents and their babies, when applicable.