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# PROGRAM MANUAL

1<sup>ST</sup> EDITION 2015

*This manual specifies the programs that Freedom Project implements both in Prisons and in the Community. It serves as a manual for new Freedom Project Facilitators, a guide and resource for current Facilitators, and standard for the future growth of Freedom Project's work.*

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## REVISION HISTORY

- 1<sup>st</sup> Edition Created April 2015 by Daniel McNally & Erin Sperger, with help and support of Freedom Project's Program Committee and others from Freedom Project's community.

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# DESCRIPTION OF FREEDOM PROJECT

## Description of Freedom Project

### WHAT IS FREEDOM PROJECT?

Freedom Project is a not-for-profit organization providing Washington State prisoners tools that can help them to transform into peacemakers. We do this by facilitating Nonviolent Communication and Mindfulness practices in prisons and in the community. We provide quality training for volunteers, promote clarity and consistency in our classes through evaluation, and support returnees (ex-prisoners returning to the community) through community meetings and practice groups.

### OUR MISSION STATEMENT

Freedom Project strengthens our community by supporting prisoners as they transform into peacemakers. We offer training in concrete nonviolence skills that lead to reconciliation with ourselves, our loved ones, and the community. Our work addresses the healing of relationships ruptured by violence and the forging of community founded on genuine safety through connection.

### OUR VISION

We dream of a world where each person is held in the circle of humanity, where every individual experiences a deep knowing that all members of the human family belong to and are connected to each other. We dream of communities and nations dedicated to nonviolence as a soul force for the healing of all relationships fractured by injury, violence, anger, and mistrust. Freedom Project offers a new vision of what is possible.

### OUR VALUES

#### Connection and Community

Freedom Project believes that community created through authentic connection engenders genuine safety. We are grounded in the belief that all human beings are precious and have a place at the table.

#### Compassion

Freedom Project believes in the power of compassion as a healing force on the planet. We believe that through empathy we can connect with the essential beauty within ourselves and others and in this way serve the world.

#### Mindfulness

Freedom Project values mindfulness as a way of living so that we act with intention and care.

#### Sustainability

Our practices provide sustainable and stable changes in behavior and world-view that will make a compassionate community possible.

# DESCRIPTION OF FREEDOM PROJECT

## Contribution

Freedom Project values and asks for commitment and contribution with the idea that it is through giving to something beyond ourselves that we create meaning in our lives and express the fullness of our humanity.

## Integrity

Freedom Project is committed to integrity in all dealings and will make decisions based on principles rather than personalities.

## Diversity

Freedom Project is guided by the belief that it is our differences, such as race, class, gender, sexual orientation, faith, or whether or not we are someone who has served time in prison, that make us strong. It is this ability to hold differences with compassion and understanding that defines us most deeply as an organization.

## LOOKING AHEAD

Freedom Project's goal in creating this manual is to create clarity and consistency in our programming, so we can evaluate existing programs and expand to other parts of Washington State. Nothing in this manual is intended to sacrifice creativity or authenticity. Our programs are a continuation of the program Marshall Rosenberg started after he visited Monroe Correctional Complex 16 years ago. Marshall was the founder of the Center for Nonviolent Communication (CNVC). Through the years, the program has developed into a thriving community of volunteers, Peer Mentors and practitioners.

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KC Young  
Executive Director  
April 13, 2015

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Emily Lundell  
Chair Board of Directors  
April 13, 2015

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Daniel McNally  
Chair Program Committee  
April 13, 2015

# NONVIOLENT COMMUNICATION (NVC)

## Nonviolent Communication (NVC)

*Partially Written by Kathleen Macferran*

### WHAT IS NVC?

Nonviolent Communication (NVC) is a philosophy and process of communication developed by Dr. Marshall Rosenberg in the 1960's. It is based in the idea of compassion and connection with one's self and with others. NVC has three basic components: Self-Empathy, Empathic Listening, and Honest Expression.

**NVC** is a practical, learnable process that helps people connect more deeply with themselves and others, based on universal human values. It promotes congruency with one's values in thought, speech and action. The purpose of NVC is to create a quality of connection where everyone's needs are equally valued. It provides strategies to meet needs, which contribute to connection, harmony and peace.

**NVC** further:

- **Develops our ability** to transform blame, anger, and criticism into understanding, effective communication, and the peaceful resolution of conflict;
- **Focuses our attention** on what matters most, which leads to efficient, effective language and actions that are full of integrity;
- **Strengthens our ability** to inspire compassion and teamwork from others. It guides us to reframe how we express ourselves and how we hear others.

### WHY NVC IS BENEFICIAL

Participants who embody NVC are able to get to the heart of a conflict or dispute quickly and to resolve it peacefully. NVC supports self-responsibility, living one's values in ways that benefit all, and living a life of meaning and purpose. Prisoners who practice NVC and Mindfulness are shown to be less likely to re-offend upon release from prison.

See Freedom Project: Suarez, Alejandra, et al. "Freedom Project Nonviolent Communication and Mindfulness Training in Prison." *SAGE Open* 4.1 (2014): 2158244013516154, available at <http://classic.sgo.sagepub.com/content/4/1/2158244013516154>

### FREEDOM PROJECT NVC CURRICULUM

Freedom Project offers courses in Nonviolent Communication, as defined by Dr. Marshall Rosenberg and copyrighted and taught by The Center of Nonviolent Communication (CNVC). We strive to maintain quality control so that all facilitators introduce the same core material. Our program is both compatible with and transferable to other NVC programs. See <https://www.cnvc.org/about/what-is-nvc.html> for more information.

## Mindfulness

*Written by Yarrow Durbin*

### WHAT IS MINDFULNESS

Mindfulness is the practice of cultivating non-judgmental awareness of what is happening moment by moment. We can be mindful of our own thoughts, emotions and experiences, as well as those of others and the environment around us. Mindfulness has been taught and practiced for thousands of years in cultures and traditions across the globe. Mindfulness practice includes both meditation (sitting, walking, gently moving, or standing) and awareness in the midst of “regular” life, such as interactions with others while working or playing. During meditation, one maintains silence and as much inner stillness as possible. Through mindfulness, we develop a capacity to continuously return to present moment awareness by practicing with focus and intention.

### WHY IS MINDFULNESS BENEFICIAL

Mindfulness helps us recognize and work with our own internal emotional, mental, and physical states, to respond intentionally (thinking before acting and speaking) rather than reacting impulsively. This helps us manage difficult situations (such as living in prison) and thrive when released into the community.

In developing Mindfulness, we become better able to:

- Interact in positive ways with others
- Focus our attention constructively
- Clarify and wisely choose our intentions and motivations
- Let go of places we can get stuck in unhealthy ways
- Change limiting beliefs and attitudes
- Reduce negative reactivity
- Learn new skills and ideas

In addition, Mindfulness can reduce the effects of PTSD, relieve depression and anxiety, and reduce memory loss. It can also strengthen our immune systems and enable us to manage both emotional and physical pain.

See the following:

- [http://greatergood.berkeley.edu/article/item/mindfulness\\_behind\\_bars/http://tpi.sagepub.com/content/87/2/254.short](http://greatergood.berkeley.edu/article/item/mindfulness_behind_bars/http://tpi.sagepub.com/content/87/2/254.short).
- J Dunn, James M. "Benefits of Mindfulness Meditation in a Corrections Setting." (2010). pg. 7-8 available at <http://www.upaya.org/uploads/pdfs/DunnBenefitsofMeditationinCorrectionsSettingrev7110.pdf>.

## FREEDOM PROJECT MINDFULNESS CURRICULUM

Our mindfulness program is based on the Path of Freedom curriculum developed by Fleet Maull and Kate Crisp of the Prison Mindfulness Institute. See the following:

- <http://www.prisonmindfulness.org/portfolio/path-of-freedom-2/>
- <http://www.prisonmindfulness.org/training-2/>

# CERTIFICATES

## Certificates

This section describes each type of certificate issued upon program, workshop or class completion.

### WORKSHOP OR CLASS CERTIFICATES

These certificates are given upon completion of a particular workshop or class. No partial attendance certificates are given.

### PRACTITIONER CERTIFICATE

A Practitioner Certificate is earned when a person completes a significant portion of workshops and classes in NVC and Mindfulness. It is also a prerequisite to move into facilitation and Peer Mentorship. NVC and Mindfulness have separate Practitioner Certificates. Equivalent coursework or experience may be substituted at the discretion of Freedom Project.

An NVC Practitioner Certificate requires completion of the following:

- 1 NVC Basic Workshop or an NVC Basic Weekly Class.
- 2 NVC Theme Workshops or other intermediate level NVC workshops or classes.
  - If the NVC Basic Weekly Class is taken, then only one additional Workshop is needed.
- 1 Mindfulness Basic Weekly Class.

A Mindfulness Practitioner Certificate requires completion of the following:

- 1 NVC Basic Workshop or an NVC Basic Weekly Class.
- 1 Mindfulness Basic Weekly Class or equivalent introductory Mindfulness class.
- 30 Hours personal Mindfulness practice documented in a journal.

### PEER MENTOR CERTIFICATE

The Peer Mentor certificate is given upon completion of a Practitioner Certificate, plus the following:

- Candidate has evidenced incorporating NVC and/or Mindfulness into daily life.
- Current Peer Mentor group and a Lead Facilitator have interviewed the candidate and determined that he or she embodies NVC and/or Mindfulness principles.

*Please see the Peer Mentor section of this manual for more details.*

### FACILITATOR CERTIFICATE

The Facilitator Certificate is given to recognize a person who has achieved a level of immersion in NVC or Mindfulness curriculum, and who embodies NVC or Mindfulness, at a facilitator level. It is our intention that the journey to become a facilitator does not depend solely on the amount of hours completed, but is

# CERTIFICATES

evidenced by a person's growth and embodiment of NVC and Mindfulness principles. A facilitator must have a Practitioner Certificate plus the following:

- Application and Interview
- Facilitator Training Workshop
- Additional intermediate or advanced NVC and/or Mindfulness workshops or classes
- Facilitator Apprentice hours leading exercises in workshops and classes
- Several Evaluations done by a Lead Facilitator during the apprenticeship

*Please see the Facilitator section of this manual for the exact process and requirements.*

## LEAD FACILITATOR (COACH) CERTIFICATE

The Lead Facilitator Certificate (also called a Coach) is given to a person who has demonstrated significant level of immersion and experience in NVC or Mindfulness curriculum after obtaining a Facilitator Certificate. Some of the general requirements to gain a Lead Facilitator Certificate are:

- A Facilitator Certificate
- Over two years' experience as an active workshop or class facilitator
- Evaluations and recommendations from two or more lead facilitators
- Facilitator hours leading exercises in workshops and classes

*Please see the Facilitator section of this manual for the exact process and requirements.*

## Facilitators

### INTRODUCTION

This section defines the process to become a Freedom Project facilitator and explains the facilitator's role and experience needed at each level. New facilitator training combines core methodologies and facilitating techniques used in prison programs. Upon completing the core training, one may become an Apprentice. An Apprentice completes additional training to become a Facilitator. After additional experience, a Facilitator may become a Lead Facilitator (or Coach) who leads facilitation teams and mentors both Apprentices and Facilitators.

Freedom Project and the program committee reserve the discretion to allow a person to forego any of our training if he or she has had training, experience, or certification comparable to our methodology. Reciprocity may be granted if the core skills and competencies outlined in their training course are the same as the core skills and competencies outlined in Freedom Project training courses. In addition, for any volunteer seeking to obtain reciprocity, a Lead Facilitator must observe the volunteer in a Practice Group or a program exercise and evaluate their methodology to aid the program committee in approval.

There are three levels of facilitators: Apprentice, Facilitator and Lead Facilitator. An Apprentice is a Facilitator in training being mentored by a Lead Facilitator at all times. In Freedom Project programs, each level has certain roles and duties, as follows:

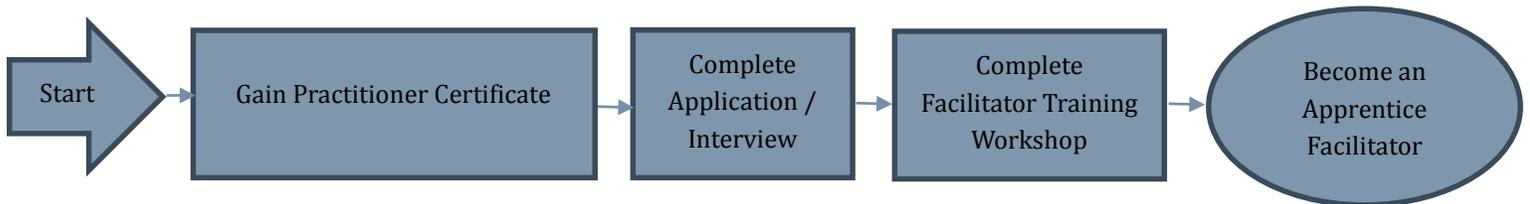
### FACILITATOR ROLES / DUTIES

1. Apprentice:
  - a. Shadows a Lead Facilitator inside prison
  - b. Provides support to Lead Facilitators by participating in and/or leading exercises
  - c. Participates in debriefing after each program
2. Facilitator:
  - a. Co-facilitates programs
  - b. Co-creates programs
  - c. Facilitate programs under the supervision of a Lead Facilitator
  - d. Participates in debriefing after each program
3. Lead Facilitator (Coach):
  - a. Leads workshops, courses, and Facilitator Training Workshops (FTW's)
  - b. Mentors Apprentices and Facilitators
  - c. Coordinates debriefing and evaluations
  - d. Returns feedback, attendance, and debrief forms to the main office
  - e. Performs evaluations and makes recommendations for advancements to the next level

# FACILITATORS

## APPLICATION PROCESS

The process to become a Facilitator for Freedom Project is outlined in the following flow chart:



To become a Facilitator, an applicant applies to the Director of Programming, or designated, staff after completing a Practitioner Certificate. The applicant then participates in an interview led by at least two Lead Facilitators and the Director of Programming. The purpose of the interview is to determine whether the applicant's needs and goals are in line with Freedom Project's programs. Some factors the interviewing panel considers are whether the person embodies NVC and/or Mindfulness practices and whether the person is ready to facilitate groups. If the interviewing panel determines the person is not ready, they will recommend the steps the applicant needs to take to prepare themselves for facilitation. For example, the applicant may need to take additional classes or gain additional experience.

If the interviewing panel determines the applicant is ready to become a Facilitator, the person is eligible to attend the Facilitator Training Workshop (FTW). The FTW provides the applicant with core techniques for facilitating workshops and classes in prison. After successfully completing the FTW and the other requirements (see below) the applicant becomes an Apprentice. As an Apprentice, he or she participates in workshops and classes, gains experience in facilitation, and completes additional training. Apprentices are observed two or more times and are given written feedback by a Lead Facilitator. The observations are an opportunity for the Apprentice to display embodiment of NVC and/or Mindfulness and improve their facilitation skills. Upon completion of the requirements and a recommendation for advancement from at least two lead facilitators, an Apprentice will receive a Facilitator certificate.

## NVC FACILITATOR TRAINING

NVC workshops and classes may only be facilitated by active Facilitators, unless one is granted reciprocity, as discussed in the introductory paragraph above. All Freedom Project NVC Facilitators are expected to have core training and experience in NVC and Mindfulness, demonstrated by receiving an NVC Practitioner Certificate (see page 6).

Equivalent training and experience can be substituted for the requirements if allowed by the Program Committee or designated staff. A person who is granted reciprocity will receive a Practitioner Certificate.

### Training / Experience Requirements

Each level as a NVC Facilitator has some minimum requirements. These requirements are as follows:

1. Apprentice – To be an apprentice, a person will have the following qualifications:

# FACILITATORS

- a. An NVC Practitioner Certificate;
  - b. DOC orientation (If needed);
  - c. Satisfactory Interview by three Lead NVC Facilitators;
  - d. Facilitator Training Workshop Certificate.
2. Facilitator – A person will have the following qualifications after becoming an apprentice:
- a. 2 or more theme-based workshops or other intermediate workshops or classes;
  - b. 40 Hours participating and assisting a Facilitation team conducting a workshop or class;
  - c. 120 Hours leading exercises in 2 or more basic level workshops or classes, and 2 or more themed NVC Workshops, or intermediate or higher workshops or classes. . (This should be done after completing (b));
  - d. At least two feedbacks / evaluations done by a Lead Facilitator, with one occurring midway in experience, and one occurring after a and b are met.
3. Lead Facilitator (Coach) – A lead facilitator in NVC will have the following qualifications:
- a. Be an active NVC Facilitator for a minimum of 2 years;
  - b. Have 160 Hours of major participation in NVC workshops and classes, leading exercises, and progressively learning more lead functions;
  - c. Complete three evaluations and recommendations by three Lead Facilitators.

## MINDFULNESS FACILITATOR TRAINING

A Mindfulness Facilitator certificate will be issued upon completion of the required core training. Only Freedom Project Facilitators can facilitate Mindfulness workshops and classes. Freedom Project may offer reciprocity to a volunteer who has had comparable training.

A person obtains a Mindfulness Practitioner Certificate before obtaining a Mindfulness Facilitator Certificate. Our programs combine NVC and mindfulness, so we requests facilitators should have exposure to both disciplines.

### Training / Experience Retirements

Each level of Facilitator has some minimum requirements. These requirements are as follows:

1. Apprentice – To be an apprentice, a volunteer will have the following qualifications:
  - a. A Mindfulness Practitioner Certificate;
  - b. DOC orientation (If needed);
  - c. Satisfactory Interview by at least 2 Mindfulness Facilitators;
  - d. Facilitator Training Workshop Certificate.
2. Mindfulness Facilitator – To be a Mindfulness Facilitator, a volunteer will have completed the following qualifications:
  - a. At least 2 Mindfulness Basic Weekly Classes as an apprentice;
  - b. The Path of Freedom online 6 week training;
  - c. 20 Hours leading exercises in Mindfulness workshops or classes;
  - d. 60 Hours of logged personal practice;

# FACILITATORS

- e. At least two feedbacks / evaluations completed by a Mindfulness Lead facilitator, one occurring midway in experience, and one occurring when a and b have been met.
3. Mindfulness Lead Facilitator – A lead facilitator in Mindfulness will have met the following qualifications:
  - a. Been a Mindfulness Facilitator for a minimum of 2 years;
  - b. 120 Hours of Mindfulness workshop or class experience;
  - c. 120 Hours of additional logged personal practice;
  - d. Completed two evaluations and recommendations by two Mindfulness Lead Facilitators.

## ACTIVE FACILITATOR STATUS

In order to facilitate workshops or classes for Freedom Project, Facilitators need to maintain active status. To maintain active status Facilitators must meet the following minimum requirements:

1. Facilitate three or more Workshops or classes each year;
2. Maintain all requirements for Washington State DOC volunteer badge (for outside Facilitators only);
3. Attend at least one Facilitator Professional Development workshop or class each year.

If you are no longer active, but want to start actively facilitating again, you need to do the following:

- If under 3 years from active status: The Facilitator needs to participate in a workshop or class to be evaluated and recommended by a Lead Facilitator to become active again. If someone is out of practice, the Lead Facilitator can recommend either participation in more workshops or class and/or complete another Facilitator Training Workshop.
- If it has been over 3 years from active status then the Facilitator will need to do the following:
  - Complete the Facilitator Training Workshop;
  - Gain 30 hours of experience in workshops and classes and complete an evaluation and recommendation as detailed above. (Experience outside of Freedom Project may be considered partial satisfaction for this requirement.);
  - If the person is a Lead Facilitator, they need to lead a class with another Lead Facilitator and then have a recommendation completed.

## Peer Mentors

Peer Mentors are those who have incorporated the tools that Freedom Project teaches and that serve as role models for others. A prison Peer Mentors group meets regularly (as authorized by DOC) to share experiences and support each other on a pathway of growth and learning.

To become a Peer Mentor, a person must gain a Practitioner certificate and then:

1. Incorporate NVC and/or Mindfulness into their daily life. In Prison, this can be shown by being infraction free, maintaining regular practice and continuously drawing from these tools to deal with situations and to guide a person's path in life.
2. Be interviewed by the current Peer Mentor group and a Lead Facilitator who determines if he or she embodies NVC and/or Mindfulness principles.

A Peer Mentor who wishes to become a Facilitator will need to follow the process outlined above for Facilitators. Apprentices with significant experience as Peer Mentors, may count that experience for up to 40 hours of workshop or class experience toward the Facilitator certificates, as evaluated and recommended by a Lead Facilitator.

# PRISON AND COMMUNITY PROGRAMS

## Prison and Community Programs

This section describes the core curriculum for NVC and Mindfulness programs. It is our intention that facilitators will strictly comply with the core material set out in basic classes and workshops, and the Facilitator Training Workshop (FTW), and that facilitators have more freedom in non-basic classes and workshops to respond to participants' needs.

### FACILITATION TEAMS

#### NVC Weekly Classes:

- Lead Facilitator
- 1 or more additional outside Facilitators
- 1 inside Facilitator

#### NVC Workshops:

- Lead Facilitators
- 1 or more additional outside Facilitators
- 2 or more inside Facilitators

#### Mindfulness Classes and Workshops

- Lead Facilitator
- 1 or more additional outside Facilitators
- At least 1 inside Facilitator

### LIST OF PROGRAMS:

<b>COURSE NAME</b>	<b>COURSE NUMBER</b>	<b>COURSE HOURS</b>	<b>PREREQUISITES</b>	<b>INSIDE / OUTSIDE</b>
Nonviolent Communication Introduction Seminar	NVC 100	4-8	(None)	Inside / Outside
Nonviolent Communication Basic Workshop	NVC 101	14-21	(None)	Inside / Outside
Nonviolent Communication Basic Weekly Class	NVC 151	28-30	NVC 101 recommended	Inside
Nonviolent Communication Themed Workshop	NVC 201	14 -21	NVC 101 or NVC 151	Inside / Outside

# PRISON AND COMMUNITY PROGRAMS

COURSE NAME	COURSE NUMBER	COURSE HOURS	PREREQUISITES	INSIDE / OUTSIDE
Facilitation Training Workshop (FTW)	NVC 371	14-21	NVC and/or Mindfulness Practitioner Certificate and acceptance into the facilitator training tract as described above in the Facilitator section.	Inside
NVC Facilitator Weekly Integration & Immersion Course	NVC 372	8-16	Practitioner Certificate (Or Equivalent)	Inside
Mindfulness Basic Weekly Class	MM131	24	(None)	Inside
Community Circle	N.A.	N.A.	(None)	Outside
NVC Practice Group	N.A.	N.A.	NVC 101 or NVC 151 + 2 Themed Workshops	Outside
Mindfulness Practice Group	N.A.	N.A.	Recommended Mindfulness Weekly Class or equivalent familiarity of mindfulness and meditation.	Outside
Welcome Home Celebration	N.A.	N.A.	(None)	Outside

## NVC INTRODUCTION SEMINAR

**Description:** This workshop gives a general overview of NVC. It is not as in depth as the basic workshop and is often used to raise awareness about NVC.

### Core skills or competencies:

- Participants will be exposed to the essence of NVC.
- Participants will experience the following concepts:
  - Universal Needs;
  - Interdependence;
  - Natural Giving;

# PRISON AND COMMUNITY PROGRAMS

- Shared Power.
- NVC framework will be differentiated from a domination worldview.
- Participants will be introduced to community building exercises to build trust and to create a learning atmosphere.
- Participants learn the relationship between Feelings, Universal Needs, Values, Listening, Choice and Self-responsibility.

In the second half of the seminar, participants will learn general ways to apply these concepts through interactive exercises and role plays, possibly including some tools listed below.

**Completion requirements:** None

## NVC BASIC WORKSHOP

**Description:** This workshop is designed to expose participants to the essence of NVC, to ground participants in NVC concepts and to provide a foundation for more advanced classes.

### Core skills or competencies:

In a two day basic workshop, the first day covers material presented in a seminar, so that if there are any time constraints and it must be shortened to one day seminar, credit will be given.

A two day basic workshop mimics a one day seminar with the addition of the following:

Participants will be exposed to the interrelationship of:

1. Consciousness
2. Language, and
3. How we use power

Participants will learn the difference between essence and form. To demonstrate, participants will be exposed to the different framework models. Framework includes the following:

1. Two Paradigms
2. Three parts: Empathy, Self-Empathy, and Honest Expression
3. Four Components: Observation, Feelings, Needs, Requests

The second day of the workshop continues with the exploration of the framework of NVC and with examples and practice of application.

**Completion requirements:** 80% of the total length of the scheduled class.

### Sample Agenda:

- Introductions: intentions and nature of class
- Check in and /or community building exercise: "I value..." (Introduction to Needs)

# PRISON AND COMMUNITY PROGRAMS

- Fault and No-Fault Zones (two paradigms)
- Consciousness: interdependence, natural giving, power with language of feelings and needs: Grok poker (Empathy practice)
- Three parts: Self-Empathy, Empathy and Honest expression (Tree of Life)
- Role Plays (use throughout workshop to demonstrate concepts and applications)
- Overview of Framework: Intention, attention, observation, feeling, need request (exercises with each concept)
- Four Choices/Four Ears
- Self-Empathy practice
- Honest expression practice
- Gratitude practice

## NVC BASIC WEEKLY CLASS

**Description:** This class is designed to expose participants to the essence of NVC, to ground participants in NVC concepts and to provide a foundation for advanced classes.

### Core skills or competencies:

This class follows Dr. Rosenberg's textbook chapter by chapter. It covers all the material that is explained above for an introduction and basic workshop and also in later chapters covers some theme-based intermediate material.

Upon completion a participant will be able to participate in more advanced classes such as theme-based workshops.

**Completion requirements:** 80% of the total length of the scheduled class.

## NVC INTERMEDIATE THEME BASED WORKSHOP

**Description:** This workshop is intended as a continuation of NVC Basic classes and workshops with a greater emphasis on a particular theme. Currently, Freedom Project teaches the following theme-based workshops: Anger, Empathy, Reconciliation, Parenting, Graduating from Guilt, and Conflict Resolution.

### Core skills or competencies:

Participants will deepen their understanding of concepts learned in the basics workshop, develop their capacity to integrate and use NVC skills, learn new concepts and key differentiations of the NVC framework, and practice using the skills into real life contexts.

**Completion requirements:** 80% of the total length of the scheduled class.

# PRISON AND COMMUNITY PROGRAMS

## FACILITATOR TRAINING WORKSHOP

**Description:** This class is designed for Practitioners or Peer Mentors who desire to facilitate NVC and Mindfulness workshops and classes. It is the core requirement for all Facilitators.

**Core skills or competencies:** Participants are exposed to the basic tools and practices of workshop and class facilitation, including concepts such as Community Building, Instruction Giving, Encouraging Participants, Time Management. On the second or third day both Mindfulness and NVC facilitation techniques will be learned and practiced.

**Completion requirements:** 80% of the total length of the scheduled class.

## NVC FACILITATOR WEEKLY INTEGRATION & IMMERSION COURSE

**Description:** This class is designed for Apprentices, Facilitators or experienced participants who desire a deeper understanding of NVC. It is a place to practice with other participants who are more advanced than the basic level. This meets Facilitators yearly requirement for professional development.

**Core skills or competencies:** Upon completion, a participant will be able to actively engage others in group practice of NVC through Awareness Exercises, activities, and Learning Aids.

**Completion requirements:** 80% of the total length of the scheduled class.

## MINDFULNESS BASIC WEEKLY COURSE

**Description:** This course is an introduction and overview of mindfulness practice. The first half of the class exposes the participant to basic self-awareness concepts and how to use those to manage one's self. The second half of the class focuses on basic social awareness and helps participants learn to manage relationships.

**Core skills or competencies:** Upon completion, participants will be able to do basic meditation and contemplation exercises, identify the drama triangle and where they fall on it, identify feelings that come up when needs are and are not being met.

**Completion requirements:** 80% of the total length of the scheduled class.

## COMMUNITY CIRCLE

**Description:** Community Circle provides a safe environment where volunteers, returnees and community members to form a community and connection. Participants can practice the skills of mindfulness and Nonviolent Communication. It is an opportunity for returnees to gain support, for new volunteers to be exposed to our NVC and mindfulness practice, and for seasoned volunteers to offer support.

# PRISON AND COMMUNITY PROGRAMS

## NVC PRACTICE GROUP

**Description:** The practice group has several purposes: 1). It is a place for returnees to continue practicing NVC; 2). It is a place for volunteers working toward their training certificate to gain experience participating in and facilitating an NVC Practice group; and 3). It is a place for community members to practice NVC.

## MINDFULNESS PRACTICE GROUP

**Description:** The purpose of this group is to allow a space for returnees and community members to practice mindfulness and meditation in an open and accepting environment. It also serves as a place for Freedom Project volunteers to practice facilitating a mindfulness group.

## WELCOME HOME CELEBRATION

**Description:** The Welcome Home Celebration is a special celebration for welcoming returnees who have been released prison back into the community. It is a time for family, friends, and community members to connect in a fellowship of support.

## PROGRAM RESOURCES:

RESOURCES	Introduction Seminar	Basic Workshop	Basic Class-Weekly	Themed Workshop	Practice Group-Weekly	Integration & Immersion-Weekly	Basic Mindfulness Class-Weekly
Nonviolent Communication, A Language of Life, 2 <sup>nd</sup> Ed., Dr. Marshall B. Rosenberg, Ed. Lucy Leu (PuddleDancer Press, 2003)	✓	✓	✓		✓		
Nonviolent Communication Companion Workbook: A Practical Guide for Individual, Group or Classroom Study, Lucy Leu (PuddleDancer Press, 2003)	✓	✓	✓		✓		
NVC Toolkit for Facilitators: Exercise Manual, Raj Gill, Lucy Leu and Judi Morin, 2009					✓	✓	
Pathways to Liberation Copyright © 2011 Jacob Gotwals, Jack Lehman, Jim Manske, and Jori Manske.						✓	
Path of Freedom: A Mindfulness-Based Emotional Intelligence (MBEI) Workbook for Prisoners, Kate Crisp & Fleet Maul, (Prison Mindfulness Institute, 2006)							✓
<b>TOOLS</b>							
The No-Fault Zone® Game <a href="http://thenofaultzone.com/the_no-fault_zone.html">http://thenofaultzone.com/the_no-fault_zone.html</a> or	✓	✓	✓		✓		
The original GROK card game <a href="http://www.grokttheworld.com/products">http://www.grokttheworld.com/products</a>	✓	✓	✓		✓		

## Program Evaluation and Debriefing

### OVERVIEW

Feedback from both participants and facilitators is important to ensure strong pathways of communication among facilitator teams, and Freedom Project staff and committees. The Program Committee will review the information from the feedback forms to identify significant issues and opportunities for improvement, or effective games or exercises. The Committee will regularly report this information to the Board of Directors.

### PARTICIPANT FEEDBACK

Lead Facilitators collect participant feedback during workshops and classes. The feedback forms collect data, so the Program Committee can review it to assess how well our programs satisfy needs, which in turn drive program changes.

### DEBRIEFING

Lead Facilitators conduct a debriefing session with the facilitation team after every workshop. It is in the Lead Facilitator's discretion whether to save time at the end of the workshop, but is recommended if there are inside facilitators on the team. Debriefing includes the Lead Facilitator and all members of the facilitation team. After debriefing, the Lead Facilitator fills out the debriefing form and ensures that it is returned with the attendance sheet and participant feedback forms to the Freedom Project office.

There are several reasons to debrief workshops or classes:

1. **Planning:** Planning for content can be done prior to a workshop or class. Planning for future sessions can be done after the first day of a workshop or class. The specific agenda can be created and specific exercises can be assigned to allow facilitators or Peer Mentors to prepare. During planning the potential participants or facility concerns may be discussed.
2. **Facilitator Team Check-in:** During a workshop or class facilitators or Peer Mentors can be triggered and it may be important to see what is alive for each team member and to process their feelings and needs.
3. **Exercise Debrief:** This is where facilitators and Peer Mentors review particular exercises as to their effectiveness, reception by the participants, and the presenter's feelings about it.
4. **Overall Debrief:** At the end of a workshop or class it is beneficial to discuss it as a whole. By examining and discussing highlights, the team can summarize key celebrations and key opportunities for improvement.

## Program Changes / Pilot Programs

Freedom Project will only implement programs that are in line with our Vision, Mission and Values. The Program committee reviews requests for changes, whether content changes to this manual or implementation of programs, and all changes or additions must be approved by the committee before implementation. The Program Committee has authority to approve all changes unless: 1) the change will cause the total of all programs to exceed the program budget, 2) The change involves expansion to a new facility, or 3) the change is adding a new methodology to Freedom Project programs. In that case, the Program Committee will forward its approval to the Board of Directors for consideration.

### PROGRAM MANUAL CHANGES

Program manual change requests are processed by the Program Committee. The Program Change Request Form (See Appendix A) is completed and submitted to the Program committee. The originator is invited to the committee meeting to present their ideas.

#### Program Manual Change Request Process:

1. Submit Program Manual Change Request Form to Program Committee.
2. Request is put on next available Program Committee meeting agenda.
3. At Program Committee
  - a. Originator of the change request can present the change and reasoning in person or simply submit this information with the change request.
  - b. The Program Committee reviews the requests and verifies that the changes are in line with Freedom Project standards and values, and it evaluates whether resources and costs are within the budget.
  - c. For all approved changes, then the Program Committee will send the revised manual to the Board of Directors for review and when necessary for approval.
  - d. If not approved, then the Program Committee sends a response to the originator about specific reasons for the decision and recommendations, if applicable, for a revised submission.
4. At Board of Directors' Meeting
  - a. The Board of Directors reviews the revised Program Manual on the consent agenda. The revised Program Manual is then distributed by staff to the organization.
  - b. If the Program Manual changes require board approval, it will be put on the board's agenda.
    - i. If approved, then the revised manual will be distributed,
    - ii. If any portion is not approved, then the portion disapproved is sent back to the Program Committee for disposition or revision.

# PROGRAM CHANGES / PILOT PROGRAMS

## PROGRAM IMPLEMENTATION CHANGES

1. Submit Program Implementation Change Request Form to Program Committee.
2. Request is put on next available Program Committee meeting
3. At Program Committee
  - a. Originator of the change can present the change and reasoning in person or simply submit this information with the change request.
  - b. The Program Committee reviews the request and together with staff creates an implementation feasibility based on resources and facilities available, as well as how changes best serves the needs of participants.
  - c. If approved, then the Program Committee will send a program implementation change to the board for review or approval when necessary.
  - d. If not approved, then the Program Committee sends a response to the originator about specific reasons for the decision and recommendations, if applicable, for a revised submission.
4. At Board of Directors' Meeting
  - a. The Board of Directors reviews the implementation change recommendation and approves the change (if needed). After review and/or approval, actual program scheduling and resource management is done by staff.

## PILOT PROGRAMS

1. Submit Pilot Program Request Form (See Appendix A) to Program Committee.
2. Request is put on next available Program Committee meeting.
3. At Program Committee meeting:
  - a. Originator of the change can present the idea of the pilot program in person or simply submit this information with a change request.
  - b. The Program Committee reviews the request to verify that the content of the pilot program request is in line with Freedom Project standards and values and then together with staff creates a pilot implementation feasibility plan based on resources and facilities available, as well as how changes best serves the needs of participants. The spirit of the review is to support creativity and ensure that Pilot Programs are implemented, as long as they do not conflict with Freedom Project's mission and values and do not negatively impact current programs.
  - c. If approved, then the Program Committee will send a recommendation to the Board of Directors for final approval.
  - d. If not approved, then the Program Committee sends a response to the originator about specific reasons for the decision and recommendations, if applicable, for a revised submission.
4. At Board of Directors' Meeting:

## PROGRAM CHANGES / PILOT PROGRAMS

- a. The Board of Directors reviews the pilot implementation recommendation and makes the final decision on approving the implementation. After approval, actual program scheduling and resource management is done by staff.
5. Approved pilot programs are placed in the program schedule by operations staff. Originator or lead of the Pilot Program sends regular feedback and progress reports to the Program Committee for review and once completed send a final summary of the program for review. The program committee then sends a recommendation to the Board of Directors whether to permanently incorporate the program in the Programs Manual. If approved by the Board of Directors then this manual will be update to incorporate the pilot program's procedures.

# APPENDIX A – FORMS

## Appendix A – Forms

### PROGRAM MANUAL CHANGE REQUEST FORM

#### PROGRAM MANUAL CHANGE REQUEST

Requester Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Nature of Change:  Modify existing section  Add new section  Delete selection

Clear description of change to manual (include section affected and exact language in quotations):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs of the organization or of the people impacted that are addressed by the change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs of the requester met by making the change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Reviewed by: \_\_\_\_\_

Approved  Not Approved  Returned for Clarification / Rewrite

Reason for Decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved by Program Committee: \_\_\_\_\_

Approved by Board of Directors (if needed): \_\_\_\_\_



# APPENDIX A – FORMS

## PILOT PROGRAM REQUEST FORM

### PILOT PROGRAM REQUEST

Requester Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Program Type:  NVC  Mindfulness  Other: \_\_\_\_\_

Clear description of Pilot Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs of the organization or of the people impacted that are addressed by the change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs of the requester met by making the change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Reviewed by: \_\_\_\_\_

Approved  Not Approved  Returned for Clarification / Rewrite

Reason for Decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved by Program Committee: \_\_\_\_\_

Approved by Board of Directors (if needed): \_\_\_\_\_