

## Becoming a TIFF<sup>®</sup> Provider and Member of the TIFF<sup>®</sup> Network

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### **Becoming a TIFF Provider is a process rather than an event.**

The Temple Index of Functional Fluency is an innovative personal development tool. A special feature of the TIFF Questionnaire is that it provides a profile unique to the person, rather than a category to belong to. With a strong focus on the positive, this profile offers an intriguing and encouraging start to using the TIFF framework for ongoing personal development. The TIFF Provider gives understanding and skilful support for the process.

Using TIFF as a tool to promote a client's self-awareness and understanding requires a willingness and ability to enter into a professional relationship of trust and openness. This is a necessary basis for helping people explore their patterns of behaviour revealed by the Questionnaire, and to follow through with support for the ensuing personal developmental work as appropriate. Both parties are necessarily involved as people in this process. This means that TIFF Providers need to be engaged in their own developmental journey and to have used TIFF as part of this. This is why, as an absolute minimum, they will need an understanding of and expertise in counselling skills.

TIFF Providers need a deep and personal understanding of how the instrument works and what its diagnostic potential is. This understanding should include knowledge of the research basics for reliability and validity of the test, along with familiarity of the scoring method etc. Far more important, however, is the understanding of the concepts in the Functional Fluency model and their theoretical underpinning. This understanding helps the Provider to appreciate how TIFF has been created as a tool for empowerment. It also illuminates the potential meaning and significance of profile scoring for tuned in feedback sessions with clients. Embedded at a psychological level in the structure and language are messages of hope and encouragement designed to inspire courage and curiosity. The TIFF Provider's attitude and ways of working need to be congruent with these messages.

TIFF is rooted in transactional analysis and shares its philosophical stance that all people are valuable and worthy of respect. In order to work optimally the principles and practice of providing TIFF must be congruent with that philosophy, see the TIFF 'Values Statement'.

## **The Scope of TIFF**

TIFF is proving effective in a wide variety of contexts from psychotherapy and counselling, through mentoring and guidance, to staff support, consultation and training. An adolescent version is being considered, and TIFF Online is now also available in German and Dutch.

Because personal development is synonymous with professional development for those working in the human service sector (helping professions), TIFF is potentially of great help in both initial and in-service training of teachers, social workers, medical personnel etc. However, increasingly, the personal development aspect of management and leadership training and support is being emphasised, as more and more evidence is collected to show how important emotional literacy is for effective leaders (see the book list on the emotional literacy page of [www.functionalfluency.com](http://www.functionalfluency.com)). TIFF is congruent with Positive Psychology and Solutions Focus practice.

## **Criteria for Becoming Licensed to Provide TIFF**

With all this in mind, the TIFF Licensing Criteria have been developed in order to specify relevant aspects of preparation for being able to provide TIFF effectively and appropriately so that its potential is fully realised for clients. It is the principles behind the Criteria that are of paramount importance. (See the TIFF Values and Intentions Statement).

The Criteria document itemises a range of experiences, knowledge, understanding and skills needed by a licensed TIFF Provider. The document is intended as a guideline and is not meant to be dogmatic or rigid. The purpose is to maximise benefits for both clients and TIFF Providers in the short and the long term, and to ensure that TIFF is never used in a way that might compromise its reputation or clients' psychological safety. The Criteria document will be constantly under review in the light of experience and feedback.

The following points are taken into account:

1. People will be intending to use TIFF in different professional contexts and therefore will need to put different emphases on their TIFF training.
2. People will start off with different prior knowledge and experience a) of using psychometric tools, b) of using TIFF itself and c) of the research development of TIFF as a personal development tool.
3. People will have a range of different prior 'qualifications'.

The training programme for the TIFF Licensing Process consists of workshops, seminars, study through personal use of TIFF, working with Practice Clients under supervision and group discussion and support. The whole process takes about four months. Each new Provider chooses the 'buddies' he or she would like for support, sharing of ideas and supervision, especially to begin with.

Programmes may be open, arranged 'in-house' for organisations, or 'tailor-made'.

There will be additional training to equip Providers for using the new TIFF Online tools as they become available, for instance "TIFF Perspectives".

## Costs

TIFF Provider Licensing Training costs depend on some of the factors outlined above, including variations in the way that the programme is delivered. Important points:

- The cost of each element of the training is made clear. Discounts may be available for payment in advance.
- The initial, essential completion of TIFF plus individual feedback will be at a discount and itemised separately. Supervision is costed per hour and will include telephone and email time as well as face-to-face sessions and time spent preparing and reading individuals' paperwork.
- A registration fee will be charged when someone signs up to embark on the process of becoming a TIFF Provider and a member of the TIFF Network. When the process is completed and the person is licensed, this fee stands for the current part year's membership subscription. Thereafter, the annual membership fee, running from January 1<sup>st</sup>, is obligatory for continued use of TIFF. N.B. This subscription includes five TIFFs as provision for the minimum of three required to be completed annually, to encourage TIFF Providers to keep up to date and familiar with the process and for marketing.
- When licensed, Providers buy online and/or paper versions of the TIFF questionnaires as a kit for each client that includes a feedback booklet and TIFF folder.
- **Enquire about current costs and discounts. ([info@fluentself.org](mailto:info@fluentself.org))**

## Memberships

All TIFF Providers belong to the TIFF Network and have access to the online TIFF scoring processes and feedback materials along with an online administrative system for streamlining their use of TIFF. They can also use the TIFF logo and official TIFF paperwork provided on a CD.

Providers attend a supportive, informal annual review. Support will also be available from the TIFF Network through a 'buddy' system, with the opportunity to share ideas with other TIFF Providers on the training days and seminars from time to time.

TIFF Providers are also automatically members of the Community Interest Company, "The Fluent Self CIC", that exists to promote and enable the spread of Functional Fluency use with or without the help of TIFF, - unless they choose to opt out of this bonus with its opportunity to have a say in the company's affairs. [www.fluentself.org](http://www.fluentself.org)

## Contracts

Trainee TIFF Providers sign a Registration Agreement when formally undertaking the process of becoming a Provider.

Having completed the Criteria and when ready for independent TIFF Provision, they sign a Licensing Contract setting out the deal with The Fluent Self CIC with regard to benefits and responsibilities.

**Licensing includes the signing of a formal Non-disclosure Agreement.**

## Important!

**At all times TIFF Providers undertake to protect TIFF copyright and keep documents safe from any sort of copying by any person, unless agreed with The Fluent Self Company Director responsible.**