



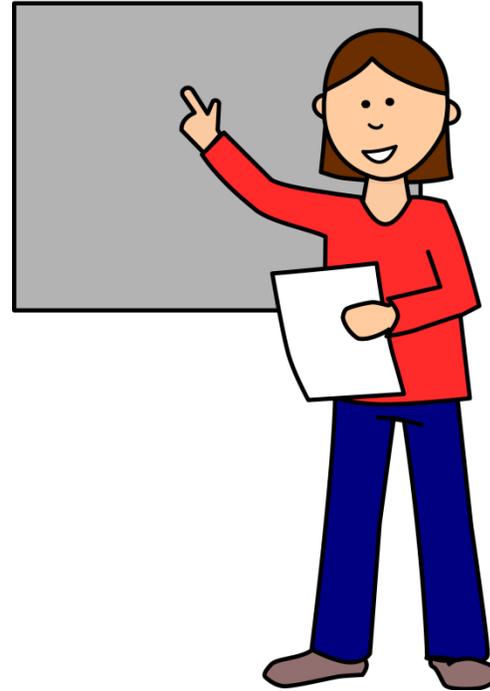
# **Accompaniment: Extending the Sacrament of Friendship**

New Leader Online Training – March 2017



# Agenda

- **Prayer**
- **Hopes and Fears**
- **What is Accompaniment?**
- **“7 Skills for Supervision Success”**
- **Tools**
  - **Active Listening**
  - **SMART Goals**
  - **Sample Agendas**



# Hopes and Fears

**What are some hopes surrounding accompaniment?**



**What are some fears and hesitations?**



# What is Accompaniment?

IT IS...

Role/Functional/Supervision



Communal



Spiritual



IT IS NOT...

Therapy



Spiritual Direction

Gossip Time



What else?

## 7 Skills for Supervision Success

1. **Listening - Wait at least 2 minutes before responding**
2. **Availability - Physically and Mentally**
3. **Mission-focus/priority setting - Do what is most important first.**
4. **Transparency - Admit when wrong or when you don't know an answer**
5. **Delegation - Responsibility, Authority, Accountability**
6. **Taking Responsibility and Giving Credit - accept mistakes, celebrate successes**
7. **Realism - Don't promise something if you can't keep it or don't have time to do it.**



***What from this list do you do well? Which of these skills do you plan to grow? How?***

## Tools:Active Listening - SOLER

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**S: Sitting squarely** says “I’m here with you, I’m available to you.” Turning your body away from another person while you talk to him or her can lessen your degree of contact with that person. If, for any reason, facing the person squarely is too threatening for them, then an angled position may be more helpful.

**O:** Adopt an **open** posture. Crossed arms and/or crossed legs can be a sign of lessened involvement with or availability to others. An open posture says you are open to the person and what he or she has to say. It is non-defensive in nature.

**L:** It is possible to **lean in** towards the person. It says, “I’m with you, I’m interested in you and what you have to say.” Leaning back can suggest the opposite. Remember not to lean too far forward, or this may be seen as placing a demand on the person. He or she may find it intimidating.

**E:** Maintain good **eye contact**. It’s another way of saying, “I’m interested, I’m with you.” Remember this is not the same as staring. You will need to look away every so often, in order not to stare, but monitor the amount you look away. It could say something about your own level of comfort/discomfort.

**R:** Be **relaxed** or natural. If you are fidgeting nervously it will distract the other person. Being relaxed also tells the other person that you are comfortable with using your body as a vehicle of personal contact and expression. It helps put that person at ease.

# Tools: SMART GOALS

## Creating S.M.A.R.T. Goals

**S**.pecific, **M**.easurable, **A**.ttainable, **R**.ealistic, **T**.imely

### **SPECIFIC:**

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

**Who:** Who is involved?

**What:** What do I want to accomplish?

**Where:** Identify a location.

**When:** Establish a time frame.

**Which:** Identify requirements and constraints.

**Why:** Specific reasons, purpose or benefits of accomplishing this goal.

**Example:** A general goal would be: “Improve Availability.”

How might we answer the above questions to make this goal more specific?



# Tools: SMART Goals

**S.pecific, M.easurable, A.ttainable, R.ealistic, T.imely**

## **MEASURABLE:**

**Establish concrete criteria for measuring progress toward the attainment of each goal you set.**

**When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.**

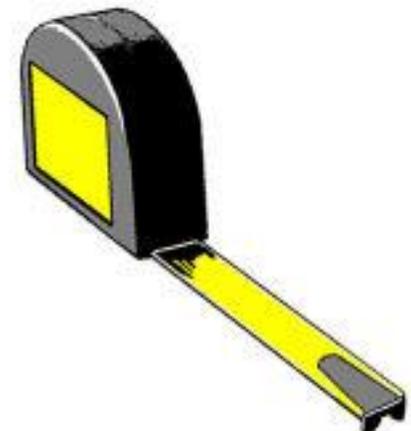
**To determine if your goal is measurable, ask questions such as:**

**How much?**

**How many?**

**How will I know when it is accomplished?**

**Example from before: How might we measure our previous goal?**



## Tools: SMART Goals

**S**.pecific, **M**.easurable, **A**.ttainable, **R**.ealistic, **T**.imely

### **ATTAINABLE:**

**When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.**

**You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image you see yourself as worthy of these goals and develop the traits and personality that allow you to possess them.**

Take some time this week to create a list of goals. Keep them in mind for the call in April.



## Tools: SMART Goals

**S**.pecific, **M**.easurable, **A**.ttainable, **R**.ealistic, **T**.imely

### **REALISTIC:**

**To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.**

**A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.**



# Tools: Smart Goals

**S**.pecific, **M**.easurable, **A**.ttainable, **R**.ealistic, **T**.imely

## **TIMELY:**

**A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to improve your availability, how soon do you start becoming more available? "Someday" won't work. But if you anchor it within a time frame, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal. Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.**

**"T" can also stand for TANGIBLE- a goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable, and thus attainable.**

**Source:** <http://topachievement.com/smart.html>



# Tools: Agendas

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## Accompaniment Agenda (sample 1)

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

1. **Check In**
2. **Review of Notes/"to do's" from The Last Meeting (refer to the bottom of last agenda)**
3. **Agenda Items? (This is a shared agenda. Both the accompanier and the assistant contribute to the agenda)**
4. **How are you doing in your role? What is the biggest joy? What is the biggest challenge?**
5. **Core members-**
  - How is your relationship with each core member? Reflect on the strengths and the challenges in your relationships and how you are doing on your role related tasks with each. Is there anything that needs to change?
6. **Others-**
  - How is your relationship with other assistants, core member's families, work/day programs? How are you approaching each issue as it comes up?
7. **Area of Responsibility-**
  - How are you doing in the tasks that you need to accomplish? Other concerns or issues to discuss or reasons to rejoice?
8. **Tasks-**
  1. Actions and Time Frames before next meeting
9. **Date and Time of next meeting:**

# Tools:Agendas

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**Accompaniment Agenda (Sample 2)** The following is an outline only and should be adapted to meet the needs of the accompanier and assistant as necessary.

- 1. Prayer**
- 2. High and low points since we last met?**
  - What did you learn, what would you do differently?
- 3. How is your overall energy?**
  - Are you feeling balanced in mind, body, spirit?
- 4. How are your relationships with the people within the house?**
- 5. How are your spiritual practices within and outside of community life?**
- 6. What elements of community life are encouraging you to grow?**
- 7. How is your personal/communal/spiritual accompaniment going?**
- 8. Follow-up on household responsibilities.**
- 9. Review hopes from last meeting:**
  - Assistant's Hopes in community for next month:
  - Accompaniers hopes for assistant:
- 10. Review progress on goals set at 30 day/90 day/annual/etc. review.**
- 11. Feedback on accompaniment meetings:**
  - Ask how the current format/agenda is working for the assistant
- 12. Set the next date/time to meet:**

# Bulletin

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**What else stood out to you on the bulletin?**

**Are there any additional questions?**

