ACT Consult Group - Transition Leader Form

**THE PLAN FOR OUR MEETING ON (MONTH, DATE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Business for Above Month’s Meeting (e.g., left over from last time):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auxiliary “B” Roles :

(*in case of 12+ attendees*)

**Process Facilitator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills Builder**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant to Skills Builder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Case Presenter**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hexaflex Monitor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Roles for Above Month’s Meeting:

**Opening Exercise Leader**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Leader**: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Process Facilitator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills Builder**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant to Skills Builder**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Case Presenter**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hexaflex Monitor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transition Leader**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Next steps:**

 *Get a photocopy of the Transition Leader Form for next month’s meeting; leave originals with Jenna.*

 *At the next opportunity, please use your copy of the Transition Leader Form to email the ACT Consult Listserv the list of roles and unfinished business items for the next meeting.*

 *Approximately a week before the next meeting, send out a reminder email with*:

* List of roles and volunteers
* Reminder of unfinished business
* Link to ACT Consult Group webpage with reminder that all forms can be downloaded there:
	+ http://www.portlandpsychotherapyclinic.com/training/acceptance\_and\_commitment\_therapy\_peer\_consultation