

You must agree to the following:

- ◆ arrive on time and stay to the end
- ◆ take part in the exercises
- ◆ talk about your offending
- ◆ complete between session work
- ◆ arrive in a fit state to take part, not under the influence of drugs or alcohol
- ◆ treat Facilitators and other group members with respect
- ◆ respect confidentiality
- ◆ turn off mobile phones.

You have various rights while you attend the programme

You have the right to be treated fairly and without discrimination. The Greater Manchester Probation Trust will not accept any racist, sexist or other discriminatory behaviour towards you from either staff or fellow group members.

If at any time you feel that you have been unfairly treated, you have the right to make a complaint. You should first speak to the responsible officer who is responsible for your group.

You have the right to confidentiality. Where information is shared, it will

normally only be with probation staff. On rare occasions, we may share information about you with other agencies if we felt someone was at risk of harm.

If you are not satisfied with the way in which your complaint is dealt with, you have the right to take your complaint to the Chief Officer at the address below:

6th Floor, Oakland House, Talbot Road, Old Trafford, Manchester, M16 0PQ

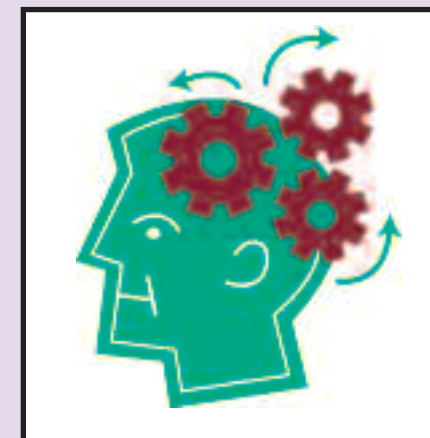
Tel: 0161 872 4802 Fax 0161 872 3483

Local information:

Further information

For more information about anything in this leaflet, please talk to your responsible officer.

Thinking Skills Programme



Information for GROUP PARTICIPANTS



The **Thinking Skills Programme** is a group work programme which aims to help you avoid offending in the future. It helps you do this by:

- ◆ helping you to look at how you react to problems and other people
- ◆ learning a new approach to the way you think and solve problems
- ◆ enabling you to stop offending and helping you to achieve your goals.

What the Thinking Skills Programme involves

The Thinking Skills Programme consists of 19 sessions which includes the final three way review sessions with your responsible officer.

You must attend a one-to-one session with a programme member of staff before starting the group work sessions. This named member of staff will be able to support you whilst you are on the programme.

You will be expected to attend three modules of five group work sessions each and a one-to-one session at the end of each module.

The three modules are:

- ◆ self control
- ◆ problem solving
- ◆ positive relationships

On successful completion of the Thinking Skills Programme you will attend an appointment with your named key worker and your responsible officer to consider what further support you may need.

Conditions of Success

There are conditions which participants in the Thinking Skills Programme will have to meet in order for the group to function. They are:

- ◆ active participation
- ◆ open participation
- ◆ supportive participation
- ◆ respectful participation.

At your first one-to-one session with your named key worker you will agree what is important to you and what may help you to avoid offending in the future. The named key worker will explain how the Thinking Skills Programme will help you.

What if I can't attend?

Inform your responsible officer immediately.

What if I'm ill?

Get a doctor's sick note (not a self-certificate) and give it to your responsible officer within 7 working days after the missed appointment.

What happens if I do not attend or participate?

You will need to give your responsible officer an explanation straight away. If this is unacceptable you will be given a formal warning and required to continue with the programme, **or returned to court.**