

Manual for the PMA practice groups

Welcome as a participant in the PMA-Basics training!

Starting now, you will be joining the practice groups, and we would like to provide you with some extra support.

The Goal of the PMA Practice Groups:

1. Below, we will explain to you in several steps what the purpose of the practice groups is, what not to do, and what to do:

We begin the practice groups with short sessions of a maximum of 10 minutes. At the end of these points, you can find two different approaches that you can use for your practice sessions.

2. It is of utmost importance to grasp the fundamentals before diving into more advanced aspects. The core lies in understanding the questioning process of the 5 steps: Event, Moment, Detail, Emotion, Next event. Even for participants with more PMA experience, this represents a significant challenge. The better you become at mastering this, the more successful you will be as a coach.
3. During your initial practice sessions, we recommend that you refrain from exploring beyond two subsequent events after the recent event (homebase). Once you have a solid understanding of the 5 steps (Event, Moment, Detail, Feeling, next Event), you can gradually delve deeper to uncover the content of an underlying bad cluster.
4. Please remember to always respect the client's right to end the session if they express the wish to do so.
5. PMA sessions are never the cause of activation. We always start from a recent event. This means that the material that emerges during a practice session was already active within you.
6. If the coach encounters challenges during a session, they should request assistance from someone in the practice group. Please ensure you have the PMA Basics Manual or your notes from the PMA Basics, including reminders of relevant questions to ask during the session. Any additional questions that may arise can be addressed during the Zoom meetings.

Some important points to pay attention to:

Before you start practicing, it's essential to establish agreements about the following:

- a) Determine which online platform your group will use to meet.
- b) Create a schedule for the online meetings, ensuring that each participant in the group gets an opportunity to be the client and the coach, maximizing the benefits from the training.
 - Designate someone to manage the timing during the sessions.
- c) Decide on a backup plan for situations where the coach encounters challenges.
 - Example of an option could be agreeing to ask for help by raising a hand etc.
- d) Every participant should take notes on tips and positive feedback for the person who is coaching. What aspects do you think are going well, and what areas could be improved? This way, you can learn from one another and provide constructive feedback to each coach.
- e) Find a calm and distraction-free environment, ensuring you won't be interrupted so that you can fully concentrate during the session.
- f) Avoid distractions by turning off or setting your phone/email to silent mode.

If the coach is uncertain about how to proceed, they can consider the following steps:

Note: Please ensure you also have the PMA Basics Manual or your notes from the PMA Basics, including reminders of relevant questions to ask during the session.

- a) When as a coach, you are unsure how to proceed, go back to the previous Event or Moment and ask the client what the most upsetting aspect is.
- b) If you encounter difficulties in this situation, ask the client to re-describe the most distressing moment. If you still can't progress, always go back to the previous situation and go through the 5 steps again: Event - Moment - Detail - Feeling - Next Event.
- c) If you are still unable to make progress, seek help from your colleagues or ask them to take over.

Note: It is better to keep the camera and audio on for all participants. This way, you can gather more information from the client, while also fostering a sense of group cohesion during the session. However, if there are any disruptive background noises, participants should temporarily mute their microphones to prevent any interruptions during the session.

Questions:

Any questions that arise during the practice groups and cannot be resolved within the group should be brought up during the Zoom meetings, allowing everyone to learn from them.

For urgent inquiries, you can reach out via: support@pmainstitute.com

The structure of an hour of practice would typically involve the following components:

There are two options.

As a group, you can agree on whether you want to adjust the timings based on your progress in the training. If you are more advanced in the course, option 2 will likely be more suitable for you.

Option 1:

The following approach is a proposal, but we strongly recommend adhering to this sequence.

- Always appoint a timekeeper to ensure the schedule is followed.
- The premise is that there should be at least 3 people who can conduct a 15-minute session each.
- Participants who have not had a turn to ask questions due to lack of time will be given priority at the next meeting.
- During the session, one person will present a recent event of activation, one will ask questions, and the remaining participants will act as observers, paying attention to the correct implementation of the PMA questioning technique.

Some basic agreements.

1. Welcome and discuss which 3 participant(s) will be practicing the questioning technique during this meeting - 5 minutes.
2. Appoint a timekeeper (always one of the observers) - 1 minute.
3. **Round 1:** The individual being coached shares a recent event of activation they have perceived as negative - 5 minutes. The person coaching asks questions using the PMA questioning technique - 10 minutes.
4. Debrief: The observers provide feedback. The individual who brought up the issue also shares what they found helpful or less helpful - 5 minutes.
5. **Round 2:** The next individual being coached shares a recent event of activation they have experienced as negative - 5 minutes. The person coaching asks questions using the PMA questioning technique - 10 minutes.
6. Debrief: The observers provide feedback. The individual who brought up the issue also shares what they found helpful or less helpful - 5 minutes.
7. **Round 3:** The next person being coached shares a recent event of activation they have perceived as negative - 5 minutes. The person coaching asks questions using the PMA questioning technique - 10 minutes.
8. **Debrief:** The observers provide feedback, and the person who was the client also shares their thoughts on what they found helpful or less helpful - 5 minutes.

9. **Conclusions:** Discuss what the group has learned and decide on the areas to focus on for practice in the upcoming weeks. Each participant should take notes for themselves - 7 minutes.
10. **Agreements and Closing:** Wrap up the session by making any necessary agreements and concluding the practice - 2 minutes.

If you have 1.5 hours available for practice, you can include 4 rounds of practice and allocate 4 additional minutes per round.

Option 2:

The following approach is a proposal, but we highly recommend you follow this sequence.

- Always appoint a timekeeper to ensure the schedule is maintained.
- The premise is that there should be at least 3 people who can conduct a 15-minute session each.
- Participants who have not had a turn to ask questions due to lack of time will be given priority at the next meeting.
- During the session, one person will present a recent event of activation, one will ask questions, and the rest of the participants will act as observers, ensuring the correct implementation of the PMA questioning technique.

Approach option 2 (for a one-hour practice session).

1. Welcome and discuss which participant(s) will practice the questioning technique during this meeting.
2. Appoint a timekeeper (always one of the observers).
3. The person being coached shares a recent event of activation. The coaching participant starts asking questions using the PMA questioning technique.
4. Determine beforehand how much time you want to allocate for each session.
5. **Debrief:** The observers provide feedback, and the person who was the client also shares their thoughts on what they found helpful or less helpful.
6. **Conclusions:** Discuss what has been learned and decide on the focus for practice in the upcoming weeks. Each participant takes notes for themselves.
7. **Agreements and Closing:** Wrap up the session by making any necessary agreements and concluding the practice.

If you have more time for practice, you can have multiple PMA sessions with different coaches in each session.

Additional Information:

Each practice group has a designated coordinator, and their tasks include:

- Organizing the schedule and location for the practice group sessions, which typically consist of 5-6 participants.
- Encouraging group members to engage in the practice group activities.
- Acting as the main point of contact between the practice group and the PMA organization

Basic Questions During a PMA Coaching Session:

Event - Moment - Detail - Feeling - Next Event

Basic rules:

- Always direct your questions towards the pain.
- Be mentally present where the other person is and imagine yourself in their situation.
- Genuinely show interest in your client, and the questions will come naturally.
- Avoid asking questions that trigger thinking.

1. Event:

Has there been anything unpleasant that happened recently? What happens during this event that you find so unpleasant?

2. Moment:

What is the most unpleasant moment during this event? What do you perceive in that situation that gives you this unpleasant feeling?

3. Detail:

Of all the unpleasant things you observe, what bothers you the most?

What is bothersome, irritating, etc., in this moment?

What are you focusing on in this moment?

Is it what is being said, the voice, the eyes, or something else, etc.?

Note: *Continue asking until your client identifies the specific detail.*

Now, focus only on that detail and become aware of what you feel in your body.

4. Feeling:

What do you feel **Where** in that specific area of your body? **Note:** Identify the **Where** location, such as stomach, throat, abdomen, etc. **What** sensation do you experience, such as a stabbing, tingling, pressure, etc.

5. Next event: Focus on the Detail and include the associated Feelings. (Note: As a coach, mention the Details and the Feelings your client has identified.)

Ask: *"If somewhere in your life a situation has occurred with similar details, what age spontaneously comes to mind?"*

Don't think, just let it come up naturally."

“Once you are in the next event, you start again with Event, Moment, Details, Feelings, etc.

Conclusion:

During the PMA coaching session, it is essential to have the PMA Basics Manual or your notes from this Manual and the PMA Basics handy.

These resources will provide you with relevant questions and reminders to guide the session effectively. They serve as valuable references to ensure you follow the correct PMA questioning technique and make the most out of the PMA coaching experience. Having these materials readily available will enhance your coaching skills and facilitate a successful PMA session with your client.