Use this as a guide and as a record of what you covered in the session. Indicate with a tick ✓ if the item was covered. Leave blank if the item was omitted.

Client number: ........................................ Date of session: .................................................................

Start time: .................................................... Finish time: .................................................................

Content Checklist

01. Introduction
   • Welcome and self-introduction

02. Agenda
   • Provide an overview of the session (outline proposed session goals and gain consent from the parent/s)
   • Intake interview (discussion of each parent’s main concerns about their child’s behavior, factors influencing the child’s behavior, and obstacles to change)
   • Keeping track of children’s behavior

03. Intake Interview
   • Exercise 1: Sharing information
   Family Details
   • Obtain identifying information
   Referral Source
   • Establish the source of referral
   Diagnostic Information
   • Record any available diagnostic information
   Child Behavior
   • Discuss each parent’s main concerns about their child’s behavior (nature, context, intensity, onset, course, frequency, duration)
   • Use the questionnaires as a prompt if necessary
   Parenting Skills
   • Explore current parenting strategies
   Previous History of Psychological Help
   • Ask about any previous help sought for the child
   Factors Influencing Child Behavior
   • Obtain a developmental history for the child
   • Explore the child’s educational history
   Obstacles to Change
   • Discuss family circumstances and history
   • Review family relationships and interaction
   • Discuss parental adjustment
   Health Status
   • Review the child’s health status
   • Review the parent/s’ health status
   Parent/s’ Perception of the Problem
   • Discuss each parent’s ideas about their child’s current behavior problems
Parent/s’ Expectations
• Discuss each parent’s expectations for the intervention process

04. Keeping Track of Children’s Behavior
• Introduce monitoring of children’s behavior
• Decide on the target behavior/s to monitor
• Exercise 2: Choosing what to monitor
• Devise a system for keeping track of the target behavior/s
• Explain the monitoring form/s chosen
• Exercise 3: Keeping track

05. Session Close
• Review the session
• Explain homework tasks
• Monitor the target child behavior/s
• Note any important information not discussed in the session
• Read Session 2 in Every Parent’s Family Workbook (and, if available, watch Every Parent’s Survival Guide Part 2: Causes of Child Behavior Problems, Goals for Change) and make a start on the exercises
• Ensure Assessment Booklet One is completed and returned prior to the next session
• Schedule the next appointment (prompt the parent/s to bring their child to the next session)
• Close the session (outline the content of the next session and thank the parent/s for attending)

06. Interview the child’s teacher if required (arrange parental permission)
• Explore the child’s general adjustment to school
• Ask about classroom and playground behavior
• Review academic achievement
• Discuss peer relationships
• Ask about any assistance to date

Session Notes

Additional Agenda Items (note any additional content or major deviation from the set program)
Homework Tasks


Signed: ........................................................ Date completed: ........................................................
Use this as a guide and as a record of what you covered in the session. Indicate with a tick ☑ if the item was covered. Leave blank if the item was omitted.

Client number: .......................... Date of session: ........................................................................................................

Start time: .................................. Finish time: ........................................................................................................

**Content Checklist**

01. Agenda
   - Provide an overview of the session (outline proposed session goals and gain consent from the parent/s)
   - Interview with the child (if appropriate)
   - Brief update and review of homework
   - Observation of parent–child interaction
   - Feedback of assessment results and summary of main areas of concern
   - Causes of child behavior problems
   - Goals for change
   - Intervention negotiation

02. Interviewing the Child
   - Ask about the presenting problem
   - Check if there are any associated problems
   - Talk about social and peer relationships
   - Check for any school issues
   - Complete a mental status examination
   - Provide a summary and thank the child

03. Review
   - Obtain a brief update (current family situation, information not covered in previous session)
   - Review homework (monitoring, reading/viewing and workbook exercises)

04. Observation of Parent–Child Interaction
   - Set up an observation of parent–child interaction
   - Exercise 1: Interacting with your family
   - Thank the parent/s and child (debrief at completion of observation task)

05. Feedback of Assessment Results
   - Formulate hypotheses
   - Set the child up with an activity
   - Explain the feedback process
   - Exercise 2: Sharing assessment findings
   - Discuss the data from each information source (interview, questionnaires, monitoring, observation) and keep a record of the baseline rates of the problem behavior/s.
   - Provide an integrating summary
06. Causes of Child Behavior Problems
- Outline the purpose of discussing causes of child behavior problems
- Introduce causes of child behavior problems
- Exercise 3: Identifying causes of child behavior problems
- Share your own observations (if necessary)
- Ask the parent/s for any additional factors not listed
- Provide an integrating summary

07. Goals for Change
- Exercise 4: What skills should we encourage in children?
- Exercise 5: Setting goals for change (note the parent/s’ goals)

08. Intervention Negotiation
- Introduce the format of Standard Triple P
- Negotiate an intervention plan

09. Session Close
- Review the session
- Explain homework tasks
  - Monitor the target child behavior/s
- Read Session 3 in Every Parent’s Family Workbook (and, if available, watch Every Parent’s Survival Guide Part 1: What is Positive Parenting? and Part 3: Promoting Children’s Development) and make a start on the exercises
- Schedule the next appointment (prompt the parent/s to leave their child with carers for the next session)
- Close the session (outline the content of the next session and thank the parent/s and child for attending)

Session Notes

Additional Agenda Items (note any additional content or major deviation from the set program)
Homework Tasks


Signed: .................................................. Date completed: ..................................................
Use this as a guide and as a record of what you covered in the session. Indicate with a tick ✓ if the item was covered. Leave blank if the item was omitted.

Client number: __________________________ Date of session: __________________________

Start time: __________________________ Finish time: __________________________

Content Checklist

01. Agenda
   • Provide an overview of the session (outline proposed session goals and gain consent from the parent/s)
   • Review of previous session, brief update and review of homework
   • Principles of positive parenting
   • Strategies for promoting children’s development (developing positive relationships with children, encouraging desirable behavior, teaching new skills and behaviors)

02. Review
   • Recap main points from Session 2 (sharing of assessment findings, causes of child behavior problems, goals for change in child’s and own behavior)
   • Obtain a brief update (changes in child behavior)
   • Review homework (monitoring, reading/viewing and workbook exercises)

03. What is Positive Parenting?
   • Introduce the principles of positive parenting
   • Exercise 1: What is positive parenting?

04. Promoting Children’s Development
   • Provide a rationale for strategies for promoting children’s development

05. Developing Positive Relationships With Children
   • Provide a rationale for developing positive relationships with children
   • Introduce quality time and complete Exercise 2: Ideas for quality time
   • Introduce conversing with children and complete Exercise 3: Things to talk about
   • Introduce showing affection to children and complete Exercise 4: Ways to show affection

06. Encouraging Desirable Behavior
   • Provide a rationale for encouraging desirable behavior
   • Introduce descriptive praise and complete Exercise 5: How to give descriptive praise
   • Introduce giving attention and complete Exercise 6: Ways to give attention
   • Introduce engaging activities and complete Exercise 7: Ideas for engaging activities

07. Teaching New Skills and Behaviors
   • Provide a rationale for teaching new skills and behaviors
   • Introduce setting a good example and complete Exercise 8: Ways to set a good example
   • Introduce incidental teaching and complete Exercise 9: Ideas for using incidental teaching
   • Introduce Ask, Say, Do and complete Exercise 10: Ideas for using Ask, Say, Do
   • Introduce behavior charts and complete Exercise 11: Setting up a behavior chart
08. Session Close

- Review the session
- Explain homework tasks
- Practice and monitor use of two strategies for promoting children’s development
- Check ideas for rewards for behavior chart with child
- Prepare a behavior chart
- Monitor the target child behavior/s
- Read Session 4 in Every Parent’s Family Workbook (and, if available, watch Every Parent’s Survival Guide Part 4: Managing Misbehavior) and make a start on the exercises
- Schedule the next appointment (prompt the parent/s to leave their child with carers for the next session)
- Close the session (outline the content of the next session and thank the parent/s for attending)

Session Notes

Additional Agenda Items (note any additional content or major deviation from the set program)
Homework Tasks


Signed: ........................................ Date completed: ........................................
Use this as a guide and as a record of what you covered in the session. Indicate with a tick ✓ if the item was covered. Leave blank if the item was omitted.

Client number: ........................................ Date of session: .................................................................
Start time: ................................................. Finish time: .................................................................

Content Checklist

01. Agenda
   • Provide an overview of the session (outline proposed session goals and gain consent from the parent/s)
   • Review of previous session and homework
   • Managing misbehavior
   • Developing parenting routines
   • Finalizing behavior charts

02. Review
   • Recap main points from Session 3: principles of positive parenting; promoting children’s development by developing positive relationships with children (quality time, talking with children, showing affection); encouraging desirable behavior (descriptive praise, providing attention, selecting engaging activities); teaching new skills and behaviors (setting a good example, incidental teaching, Ask, Say, Do, behavior charts)
   • Review homework (implementing two strategies, deciding on rewards, preparing behavior chart, monitoring, reading/viewing and workbook exercises)

03. Managing Misbehavior
   • Provide a rationale for strategies for managing misbehavior
   • Introduce ground rules and complete Exercise 1: Deciding on ground rules
   • Introduce directed discussion and complete Exercise 2: Ideas for using directed discussion
   • Introduce planned ignoring and complete Exercise 3: Ideas for using planned ignoring
   • Introduce clear, calm instructions and complete Exercise 4: Ideas for giving clear, calm instructions
   • Introduce logical consequences and complete Exercise 5: Choosing logical consequences
   • Introduce quiet time and complete Exercise 6: Preparing to use quiet time
   • Introduce time-out and complete Exercise 7: Preparing to use time-out

04. Developing Parenting Routines
   • Introduce the compliance routine and complete Exercise 8: Using the compliance routine
   • Introduce the behavior correction routine and complete Exercise 9: Using the behavior correction routine

05. Finalizing Behavior Charts
   • Exercise 10: Consequences for behavior charts
06. Session Close

- Review the session
- Explain homework tasks
  - Decide on and discuss ground rules
  - Practice and monitor use of strategies for managing misbehavior
  - Put behavior chart into practice
  - Monitor the target child behavior/s
  - Read Session 5 in Every Parent’s Family Workbook and prepare for the practice session
- Schedule the next appointment (prompt the parent/s to have their child with them for the next session)
- Explain the format of practice sessions
- Close the session (thank the parent/s for attending)

Session Notes

Additional Agenda Items (note any additional content or major deviation from the set program)

Homework Tasks

Signed: ____________________________  Date completed: ____________________________
Use this as a guide and as a record of what you covered in the session. Indicate with a tick ✓ if the item was covered. Leave blank if the item was omitted.

Client number: ........................................ Date of session: ........................................................................

Start time: .................................................. Finish time: ........................................................................

Content Checklist

01. Agenda
   • Establish an agenda (negotiate the session goals with the parent/s)
     • Practice task
     • Self-evaluation, feedback and goal setting
     • Review of homework
     • Additional agenda items

02. Practice Task
   • Review the rules
   • Review the parent/s’ goals for the practice task as listed in Exercise 1: Setting goals for the practice task
   • Check how the parent/s feel
   • Prompt the parent/s to complete Exercise 2: Keeping track of what you do, as part of the practice task
   • Begin the practice task (on a Practice Session Observation Form, keep a tally and note examples of descriptive and general praise comments, and specific and vague instructions; note strengths and weaknesses in incidental teaching and back-up consequences)

03. Feedback
   • Set up to conduct self-evaluation and feedback (prompt the parent/s to set their child up in an activity and to encourage independent play)
   • Exercise 3: Reviewing the practice task (use the minimal amount of prompting to help the parent/s identify their strengths and weaknesses, shape the parent/s’ skills as appropriate)

04. Goal Setting
   • Set goals for behavior change (prompt the parent/s to set specific goals for practice before and during the next session)

05. Homework Review
   • Discuss homework tasks (setting ground rules, implementation of behavior chart, use of positive parenting strategies, monitoring)

06. Additional Agenda Items
   • Discuss any additional agenda items
   • Use minimal prompts to help the parent/s solve problems
   • Note any additional content or major deviation from the set program
07. Session Close

- Review the session
- Check homework tasks
  - Practice skills as per goals set in this session
  - Reading
  - Monitor the target child behavior/s
- Prepare for the next practice session (set goals for the practice task and record them in Exercise 1 in Session 6 of Every Parent’s Family Workbook)
- Schedule the next appointment (prompt the parent/s to have their child with them for the next session)
- Close the session (thank the parent/s for participating)

Session Notes

Additional Agenda Items (note any additional content or major deviation from the set program)

Homework Tasks

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Client number: .................................. Date of session: ..........................................................

Start time: ........................................ Finish time: ..........................................................

### Content Checklist

**01. Agenda**
- Establish an agenda (negotiate the session goals with the parent/s)
  - Practice task
  - Self-evaluation, feedback and goal setting
  - Review of homework
  - Additional agenda items

**02. Practice Task**
- Review the rules
- Review the parent/s’ goals for the practice task as listed in Exercise 1: Setting goals for the practice task
- Check how the parent/s feel
- Prompt the parent/s to complete Exercise 2: Keeping track of what you do, as part of the practice task
- Begin the practice task (on a Practice Session Observation Form, keep a tally and note examples of descriptive and general praise comments, and specific and vague instructions; note strengths and weaknesses in incidental teaching and back-up consequences)

**03. Feedback**
- Set up to conduct self-evaluation and feedback (prompt the parent/s to set their child up in an activity and to encourage independent play)
- Exercise 3: Reviewing the practice task (use the minimal amount of prompting to help the parent/s identify their strengths and weaknesses, shape the parent/s’ skills as appropriate)

**04. Goal Setting**
- Set goals for behavior change (prompt the parent/s to set specific goals for practice before and during the next session)

**05. Homework Review**
- Discuss homework tasks (skills practiced, monitoring)

**06. Additional Agenda Items**
- Discuss any additional agenda items
- Use minimal prompts to help the parent/s solve problems
- Note any additional content or major deviation from the set program
07. Session Close

• Review the session
• Check homework tasks
  • Practice skills as per goals set in this session
  • Reading
  • Monitor the target child behavior/s
• Prepare for the next practice session (set goals for practice task and record them in Exercise 1 in Session 7 of Every Parent’s Family Workbook)
• Schedule the next appointment (prompt the parent/s to have their child with them for the next session)
• Close the session (thank the parent/s for participating)

Session Notes

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Additional Agenda Items (note any additional content or major deviation from the set program)

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Homework Tasks

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Client number: Date of session: 
Start time: Finish time: 

Content Checklist

01. Agenda
   • Establish an agenda (negotiate the session goals with the parent/s)
     • Practice task
     • Self-evaluation, feedback and goal setting
     • Review of homework
     • Additional agenda items

02. Practice Task
   • Review the rules
     • Review the parent/s’ goals for the practice task as listed in Exercise 1: Setting goals for the practice task
     • Check how the parent/s feel
     • Prompt the parent/s to complete Exercise 2: Keeping track of what you do, as part of the practice task
     • Begin the practice task (on a Practice Session Observation Form, keep a tally and note examples of descriptive and general praise comments, and specific and vague instructions; note strengths and weaknesses in incidental teaching and back-up consequences)

03. Feedback
   • Set up to conduct self-evaluation and feedback (prompt the parent/s to set their child up in an activity and to encourage independent play)
   • Exercise 3: Reviewing the practice task (use the minimal amount of prompting to help the parent/s identify their strengths and weaknesses, shape the parent/s’ skills as appropriate)

04. Goal Setting
   • Set goals for behavior change (prompt the parent/s to set specific goals for practice before the next session)

05. Homework Review
   • Discuss homework tasks (skills practiced, monitoring)

06. Additional Agenda Items
   • Discuss any additional agenda items
   • Use minimal prompts to help the parent/s solve problems
   • Note any additional content or major deviation from the set program
07. Session Close

- Review the practice sessions
- Explain homework tasks
  - Practice skills as per goals set in this session
  - Reading
  - Monitor the target child behavior/s
- Read Session 8 in Every Parent’s Family Workbook (and, if available, watch the Going Shopping segment of Every Parent’s Guide to Preschoolers) and make a start on the exercises
- Schedule the next appointment (prompt the parent/s to leave their child with carers for the next session)
- Close the session (provide a rationale for planned activities training, outline the content of the next session and thank the parent/s for participating)

Session Notes

Additional Agenda Items (note any additional content or major deviation from the set program)

Homework Tasks

Signed: ........................................, Date completed: ........................................
Use this as a guide and as a record of what you covered in the session. Indicate with a tick [✓] if the item was covered. Leave blank if the item was omitted.

Client number: ........................................ Date of session: ..............................................................
Start time: ............................................... Finish time: ..............................................................

Content Checklist

01. Agenda
   • Provide an overview of the session (outline proposed session goals and gain consent from the parent/s)
   • Review of practice sessions and homework
   • Update on progress
   • High-risk situations
   • Planned activities routines

02. Review
   • Recap main points from the practice sessions
   • Review homework (skills practiced, monitoring, reading/viewing and workbook exercises)

03. Update on Progress
   • Exercise 1: Reviewing progress

04. High-Risk Situations
   • Introduce high-risk situations
   • Exercise 2: Identifying high-risk parenting situations

05. Planned Activities Routines
   • Provide a rationale for planned activities
   • Introduce the steps of the planned activities routine
   • Discuss the use of practice sessions
   • Use an example to illustrate an entire planned activities routine
   • Exercise 3: Developing a planned activities routine
   • Summarize planned activities

06. Session Close
   • Review the session
   • Explain homework tasks
   • Develop and try out planned activities routines for two high-risk situations and monitor the steps completed
   • Monitor the target child behavior/s
   • Prepare for Session 9 (develop a planned activities routine for encouraging independent play and prepare the checklist on page 123 in Every Parent's Family Workbook, arrange a fun activity for the session, plan an outing for after the session and note details on page 127)
   • Schedule the next appointment (prompt the parent/s to bring their child to the next session)
   • Close the session (outline the content of the next session and thank the parent/s for attending)