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*The art of leading*

# Implementation Rules

for Training in Theme-Centred Interaction (TCI)

Adopted by the Steering Circle of the International Teaching Staff  
on 5 February 2024

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## **Preface**

These Implementation Rules explain the Training Guidelines in the version of October 2016 and replace the Implementation Rules of March 2017 of the Ruth Cohn Institute for TCI - international (RCI). The changes to the previous version relate in particular to the aspect of diversity.

The Implementation Rules were developed in dialogue with the training committees. They are a binding basis for training counselling and the decisions of the training committees. They provide orientation for participants undergoing training and serve to ensure the quality of training. With the training standards in mind, the responsible training committees can make exceptions in justified individual cases.

The Implementation Rules enter into force on 1 March 2024.

These guidelines will be applied by the training committees for the assessment of applications for certificate training from 1 March 2025.

This version of the training guidelines applies to participants in advanced training who attend their Concept workshop (CWS) in 2024 or later. For participants who attended their CWS before 2024, the previous provisions apply.

February 2024

International teaching staff

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## 1 General Rules

### 1.1 Training Courses

#### *1.1.1 TCI Training Courses*

Courses that were conducted by an instructor with a contract and certified as such can be credited towards the training.

Training courses can be offered and conducted in different formats: in physical presence, in digital presence (fully digital, intermittent, for parts of the group) or blended (combination of different presence formats).

Teachers confirm the format and the respective number of work units on the certificate of attendance. A work unit lasts 90 minutes.

#### *1.1.2 Credit of other Training Programmes*

If an equivalent training course has been completed, this can be recognised as part of TCI training. In the basic and advanced training programme, a maximum of 18 work units of category P or A<sub>1</sub> can be replaced.

Applications for credit transfer are submitted to the International Education Committee (IEC) by the training candidate together with a statement from an instructor.

### 1.2 Basic and Advanced Training

The basic training concludes with the Certificate. The advanced training begins with the concept workshop (CWS), in which the customised curriculum for the advanced training is developed.

A maximum of 36 work units that took place before the concept workshop (CWS) can be credited for the advanced training.

### 1.3 Making Use of the Diversity of Experience

Living in diversity is an important principle of TCI and a competence to be developed in TCI training. It is therefore recommended to take part in courses with different lecturers during the training and experience oneself in different course groups. Diversity manifests itself in dealing with different genders, nationalities, cultures, languages and ages. The different experiences provide impulses for the development of one's own personality and individual leadership style.

For this reason, a maximum of four courses led by the same instructor are generally recognised for TCI training.

In addition to individual courses, participation in fixed training groups (long-term course, fixed training course) can be recognised. In advanced training, a maximum of 54 work units in a fixed training group can be recognised.

Experiences in and with different formats - in physical presence, live online and blended - also promote the experience and exploration of diversity. At least half of the entire basic training must take place in physical presence.

At least 36 work units (including a crisis course) must take place in physical presence during the advanced training.

In addition, at least one third of both the supervised and non-supervised sessions of the peer group must take place in physical presence. In justified cases, peer groups can apply to the relevant training committee for an exception.

## 1.4 Recommendations

The recommendation in the basic training and the two recommendations in the advanced training are issued by three different TCI instructors. The recommendations should relate to each other.

## 1.5 Fees

In addition to the course fees, the costs for the certificate workshop (CerWS), concept workshop (CWS) and diploma workshop (DWS), as well as the completion fees, fees for consultations and recommendations are also incurred during the training. Further details are regulated by a scale of fees and the recommendations issued by the RCI-international board.

## 1.6 Documentation of the Training

The training candidate keeps a (digital) study log to document the training and provide evidence of the courses attended. The relevant forms can be downloaded from the RCI website. The (digital) student record book contains all personal documents that are relevant to the training (recommendations, letters relating to applications for degrees, etc.).

# 2 Rules for the Basic Training

## 2.1 Basic Training in the Building Block System

### 2.1.1 Responsibility

The accompanying and completion of basic training in the building block system is the responsibility of the relevant training committees. Where there is no regional training committee, the International Education Committee (IEC) is the responsible body. Its responsibilities include training counselling, formal verification of fulfilment of the requirements in accordance with the training guidelines and admission to the certificate workshop.

### 2.1.2 Long-term Courses

A long-term course can be integrated into the basic training in the building block system. In order to differentiate the basic training in the building block system from the basic training based on a fixed curriculum, it is recommended that only 54 work units be combined into a long-term course. A maximum of 72 work units from a long-term course can be credited for basic training.

### 2.1.3 Counselling

The regional training committees and the International Education Committee (IEC) as well as the instructors advise on training issues.

### 2.1.4 Written Thesis of the Basic Training

The written thesis reflects on an aspect of TCI theory and its application, based on the candidate's own practice (approx. 10,000 characters).

The topic of the written thesis is developed in collaboration between the candidate and the accompanying instructor.

The following should be considered:

- The theme should refer to a current concern of the training candidate.
- The selected theme is narrowed down so that it can be worked on to the extent specified.

Personal data (names and locations) are anonymised, as other people besides the instructor may gain insight into the work, e.g. the members of the training committee and, if applicable, the participants of the CerWS.

### 2.1.5 Self-Assessment and Recommendation in Basic Training

The objectives and contents of the basic training in TCI (→ *training guidelines*) are the basis for the self-assessment (→ *info sheet self-assessment*) and the recommendation.

The self-assessment is addressed to the supervising instructor. The self-assessment may also be requested and read by the regional training committee. The requirements for the recommendation are

- Participation in at least 36 work units with the recommending instructor.
- The written self-assessment of the training candidate.
- The written thesis as part of the basic training.

### 2.1.6 The Certificate Workshop (CerWS) as the Conclusion of the Basic Training in the Building Block System

#### 2.1.6.1 Admission to the Certificate Workshop (CerWS) in the Building Block System

The participation in a certificate workshop (CerWS) must be authorised by the responsible training committee. The necessary documents are available for download on the website of the Ruth Cohn Institute for TCI international.

The following documents must be submitted to the responsible committee:

- Personal details and photo (→ *"Personal details" form*)
- Proof of completed courses in basic training: at least 54 work units (90 minutes each) in personality courses and at least 18 work units in each of the methods courses M<sub>1</sub>, M<sub>2</sub> and M<sub>3</sub>
- Recommendation from basic training
- (*not required in all regions*): Presentation of your own development path with TCI including a self-assessment at the end of the training (→ *info sheet "Self-assessments and my path with TCI"*), which refers to the objectives of the basic training (→ *training guidelines*)
- Processing fees of the region, if applicable

If the documents are complete, the responsible training committee or the IEC will issue written authorisation for the certificate workshop.

With this authorisation, the training candidate can register for the certificate workshop (CerWS) of his/her choice.

### *2.1.6.2 Realisation of Certificate Workshops (CerWS) in a Building Block System*

The IEC is responsible for and organises certificate workshops. On request, they are organised in cooperation with the regional RCI member associations where possible. The offers are published in the current RCI-International media.

The framework conditions for the certificate workshop (CerWS) are:

- The certificate workshop (CerWS) usually comprises nine work units.
- The CerWS is chaired by at least one member of the IEC with teaching responsibility.
- The participation fee for the CerWS is set by RCI international as the organiser.

The certificate is issued by RCI international.

## **2.2 Basic Training according to a Fixed Curriculum**

### *2.2.1 Scope and Structure*

The Decision Workshop takes place before the start of the basic training according to a fixed curriculum. This is where the training candidate and the course management decide on participation in the basic training according to a fixed curriculum.

This is usually followed by courses totalling 72 work units in the same group according to a fixed curriculum. The training includes further freely selectable courses with a total of 36 work units, so that all course categories required for basic training (P, M<sub>1</sub>, M<sub>2</sub> and M<sub>3</sub>) are covered.

The organisers are free to conduct the certificate workshop (CerWS) in the context of a course or to offer a separate course.

### *2.2.2 Crediting of TCI Courses before the Start of a Basic Training according to a Fixed Curriculum*

Work units in which training candidates have participated prior to the fixed curriculum can be credited as freely selectable courses.

### *2.2.3 Organisational Procedures for a Certificate Workshop in Basic Training according to a Fixed Curriculum*

The leader of the training courses based on a fixed curriculum is responsible for checking the documents, admission to the certificate workshop and conducting the certificate workshop.

Binding specifications for this are set out in the document "*Organising CerWS in the fixed training course*".

### *2.2.4 Participation in the Certificate Workshop Prior to Completion of Elective Courses*

The training candidate can also take part in the certificate workshop if not all the elements prescribed in the fixed curriculum have been completed before the start of the certificate workshop. In this case, the certificate will only be issued by the RCI international office once the complete requirements have been submitted.

### 2.2.5 Composition of Leadership Team for Basic Training according to a Fixed Curriculum

In principle, the leadership team of the fixed curriculum training course consists of at least two instructors.

## 3 Rules for Advanced Training

### 3.1 Long-term Course

The content and/or the course segments of long-term courses must correspond to course types (A1, A2, A3, S and K) in the announcement. In the advanced training, up to 54 work units of a long-term course can be credited once towards the training.

### 3.2 Concept Workshop (CWS)

The Concept Workshop (CWS) is the responsibility of the International Education Committee (IEC). It is led by at least one teaching member of the IEC.

In the CWS, training candidates are advised on their individual path to the diploma and develop their personal curriculum. The personal curriculum is recorded in the study book with the personal objectives and the planned training steps.

Where regional training committees exist, they receive information from the leaders of the CWS about who has started the advanced training in their region. The regional training committee is responsible for their counselling and support as well as admission to the diploma workshop. Where this does not exist or other arrangements have been made, the International Education Committee (IEC) is the point of contact.

### 3.3 Peer Groups and Peer Group Supervision

The peer group is a continuous component of the advanced training. It begins after the concept workshop (CWS).

In justified exceptional cases, the responsible training committee may recognise the start of participation in a peer group after the certificate workshop (CerWS). However, 2/3 of the work units in the peer group must take place after the concept workshop (CWS) so that they can be credited for the advanced training.

At least one third of both supervised and non-supervised peer group work must take place in physical presence.

A group that has already existed for some time (e.g. from a fixed curriculum training course) cannot be continued as a peer group. A newly formed group of peers in self-leadership expands the experience of group development, the reflection of dependencies, the development of rivalry and co-operation relationships, the experience of sibling relationships and the assumption of leadership roles. The peer group must consist of at least six participants.

Peer group supervision can be carried out by instructors or diploma-holders trained in supervision based on TCI.



### 3.4 Supervision Course

Supervision courses as part of the TCI training can only be led by instructors with supervision competence. Diploma-holders with training in supervision based on TCI can also lead supervision courses as part of TCI training if they have been authorised to do so by the International Education Committee (IEC).

In justified exceptional cases, the supervision course can also take place in the form of individual supervision. The responsible training committee will decide on the application.

### 3.5 Recommendation and Written Thesis in the Advanced Training

A total of two recommendations are required to complete the advanced training:

- A recommendation can be given:
  - based on co-leading a TCI training course or
  - the participation of an instructor in a leadership process of the training candidate that is related to his/her professional and application field. The respective instructor decides on the extent of his/her participation in the leadership process.

The qualitative equivalence of both options for the recommendation must be guaranteed. The question of whether the recommendation is to be drawn up in the form of co-leadership or its equivalent is clarified in a discussion between the instructor and the training candidate. The candidate's learning concerns play a role in the decision, as do organisational issues.

- A further recommendation is given on the basis of a written thesis reflecting the planning and realisation of an own application project in theory and practice. The length should be approx. 35,000 characters.

### 3.6 Completion of the Training with a Diploma in TCI

The advanced training concludes with a diploma in Theme-Centred Interaction (TCI). The diploma certificate is awarded during a diploma workshop (DWS).

#### 3.6.1 Admission to the Diploma Workshop (DWS)

The participation in a diploma workshop (DWS) must be authorised by the responsible training committee. The following documents must be submitted:

Copies or PDF files of the following pages from the study book:

- Personal details and photo (→ "*Personal details*" form)
- Proof of completed courses in the advanced training
- Proof of peer group work units with and without supervision
- The personal curriculum agreed in the concept workshop, with written justification for any changes.

Recommendations (see above 1.4.)

- Recommendation from basic training
- Recommendation from the co-leadership or the accompanied leadership process
- Recommendation based on the written thesis

Presentation of the own development path with TCI

including a self-assessment at the end of the training, which refers to the objectives of the advanced training (→ *training guidelines*) and the personal curriculum

Proof of payment of fees paid (→ *fee schedule*)

- Processing fees of the region, if applicable

If the documents are complete, the candidate receives written authorisation from the responsible training committee, with which he/she can bindingly register for the DWS.

### *3.6.2 Realisation of the Diploma Workshop (DWS)*

The Diploma Workshop (DWS) is organised by the International Education Committee (IEC).

The framework conditions for the DWS are

- The DWS generally comprises nine work units.
- The DWS is chaired by at least one teaching member of the International Education Committee (IEC).
- The diploma certificate is issued by RCI international.