

FOCCUS

An Inventory for Marriage Preparation [England, Wales & (non Catholic) Ulster]

PROCESSING SERVICE

Please register as a facilitator/mentor couple online, well before you start to administer *FOCCUS*, so we have details of your name, address, phone, e-mail, church/agency affiliation, local authority etc. When you register you can request that we send you some *FOCCUS* answer sheets and 'green' *FOCCUS* Facilitator/Couple Information Forms. One 'green' form should accompany each pair of answer sheets sent to us for scoring.

FOCCUS Scoring Centre Telephone: 01823 432420 Fax: 0870 460 1734
Quel Bec, Cothelstone, Taunton, TA4 3ED E-mail: nick@affinities.org.uk

If you have not yet done so, please read the 10 pages of Introduction in the FOCCUS Facilitator Notebook, these notes, and those overleaf. Please then arrange for us to phone you at a convenient time when you are at your computer, and we can explain the Internet services more fully.

DIRECTIONS FOR COMPLETING THE ANSWER SHEETS:

Please arrange for the couple to use only HB soft lead pencils, and provide each of them with a rubber eraser. Complete information is necessary. Ask them to complete the biographical data on the first side of the answer sheet and at the same time the lower half of the 'green' Facilitator/Couple Information Form. On the second side of the *FOCCUS* answer sheet, ask them to respond to the **ALL** statements. Pencil only **ONE** oval **FIRMLY** and completely – no ticks or crosses, please!

A for agree, D for disagree, U for uncertain.

DIRECTIONS FOR SENDING INFORMATION FOR PROCESSING:

Do NOT fold, staple or hole punch the answer sheets. (Magnetic strips will be damaged.) **Please complete the Facilitator's panel on the front of the answer sheets, in pencil, assigning a sequence number for each couple.** Attach one 'green' completed Facilitator/Couple Information Form to the two answer sheets with a paper clip. Use a large envelope for mailing [an envelope and fresh 'green' form is supplied with reports sent to you, together with a pair of blank answer sheets for your next couple.

As soon as the answer sheets have been scored, which is normally the day they are received, the report will be transferred to the Internet and will be available for printing at www.affinities.org.uk. Reports will only be returned in the post by special request.

ADDITIONAL INFORMATION:

Methods of payment: £10 for each pair of answer sheets or £12 with *FOCCUS* for the Future. Cheque made out to **M N Gulliford**. Account billing for multiple couples. Electronic payment A/C No. 00449881 M.N. Gulliford Bank Sort Code 40-47-83, **please quote Invoice No**, or pay by credit card online at your facilitator's control panel.

Information is confidential. Once the *FOCCUS* Report has been reviewed with the couple, the Report, completed answer sheets and any accompanying data should be destroyed. This information belongs to the couple. Permission should be obtained from them in writing on the Facilitator/Couple Information Form if their data is to be shared.

FOCCUS Facilitator Notebook, page 10, step 5:

1. "*overlearning*" This term refers to people easily agreeing with something they have been taught, believing that they understand and that they have been given a solution to a problem, when (often) they have not yet really identified and owned the issue correctly. They have a solution, in other words, before they have really named the problem. The Introduction Section, pages 8 (last column, last paragraph) and page 9 (1st column, first paragraph) describes this phenomenon in cautioning the facilitator to be slow to "teach" before the couple have wrestled enough with the question themselves.

2. "*distributed practice learning principle*": This term in education describes the reality that most learning lasts longest and is best integrated if the subject matter is looked at (in a variety of ways) over and over and over rather than just once.

"*Distributed practice*" is the opposite of "*massed practice*" which is an intense learning experience in which something is learned in a concentrated time. "Massed practice" learning can have an "Ah Ha!" or "Conversion effect", greatly impressing the learner. Unfortunately, massed practice learning does not tend to last. Distributed learning is slower, less noticeable, often less dramatic but it is also much more likely to be lasting learning.

An inventory like **FOCCUS** encourages "distributed learning" if it is used properly:

1. Individuals first learn by reading the **FOCCUS** statements, thinking about them and answering them;
2. A second learning process occurs when couples talk over the issues that seemed most puzzling, problematic or important to them by themselves;
3. Ongoing learning occurs when they work with their Couple Report of **FOCCUS** and enter into a discussion process led by the facilitator.
4. A fourth opportunity for learning arises if a couple participate in an additional programme of written exercises, group work, or specific skills development, [such as the **HTB Marriage Preparation Course provided through Alpha International**] or if they take other inventories such as **ORA-PP** [Personality Profiler] or **VAL** [Values Arrangement List].
5. The learning process is consolidated if the couple complete **FOCCUS for the Future** planning sheets at the end of the marriage preparation process.
6. An opportunity of further learning arises if the couple take **REFOCCUS** a year or more after their wedding.

INTERNET SERVICES at www.affinities.org.uk

Please note that there are 10 sample questions for both **FOCCUS** and **REFOCCUS** at www.affinities.org.uk and couples can complete the inventories and pay online, if they wish. **Please do not start to use these services with couples until we have gone through them with you on the phone.**

Also the ORA inventories - the Personality Profiler and the Values Arrangement List – may be taken online from www.affinities.org.uk . The research done on **FOCCUS** reveals that Personality Match is a good predictor of marital outcomes, second only after Problem Solving in the **FOCCUS** scales.

The ORA inventories may be taken by singles as well as by couples. A group report of the Personality Profiler is available that is suitable churches and schools.