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ORIENTATION for LEAD INTERVIEWS

Lead Trainer Candidate – Interview Guidelines

1. The Aquarian Trainer Academy is the structure for developing and qualifying new trainers internationally. Lead Trainers contract programs with KRI and are fully responsible for all aspects of the program and the trainer team.
2. Due to the comprehensive role and critical [responsibilities of a Lead Trainer](#), the process of qualifying as Lead has no specific time frame. There are at least two interviews for this role, [Lead Initial](#) and [Lead Follow up](#). The Academy wants to provide the necessary support and training required for each candidate to become an effective and successful Lead Trainer. The process often takes *at least* one year or longer.
3. The Interview Team is responsible:
 - a. To check that the candidate has [fulfilled all the necessary requirements](#):
 - i. Acted in the role of Professional Trainer for at least one year and one full L1 Program.
 - ii. Total 100 (100%) Content Credits
 - iii. Understands all [L1 contract Admin steps](#) and responsibilities.
 1. Has watched the [Contract Administration Video Tutorials](#) – if available.
 - iv. Completed Lead Application
 - v. Competency Level, proficient as a Lead.
 - vi. Has provided Practicum documentation such as program timeline, curriculum outline, trainer team assignments, proposed daily schedule, Promotional material and budget.
 - vii. Has begun Level Three.
 - b. To assess the caliber and capacity of the candidate's ability to fulfill the [role and responsibilities](#) that will be required of them as a Lead Trainer.
Lead Role:
 - i. Contracts each Level One program with KRI.
 - ii. Responsible for organizing, managing and delivering all aspects in accordance to the standards established by KRI; to lead the Trainer Team; to ensure the program graduates are Level One Instructors of the highest caliber.
 - iii. Qualified to teach any part of the curriculum.
 - iv. Teaches a minimum of 20% and up to 80% of any single Level One program.
 - v. As a Teacher Trainer, represents KRI and the Academy.
 - vi. Creates and develops community.
 - c. To determine that the candidate demonstrates a certain level of maturity and ethical behavior (as described in the L1 Trainer Competencies) in all of the important relationships required of the Lead in fulfilling his/her role and responsibilities with students, training team members, ATA colleagues, KRI and the broader community.
 - d. To have the candidate, independent of their mentor, demonstrate to representatives of the Academy, his/her sense of Self and their projection as a Trainer.

- e. To support the candidate (in conjunction with the Mentor) in his/her further development with a personal development plan.

4. IMPORTANT NOTES:

- a. **IMPORTANT RESOURCES: Interview Process VIDEOS — 2023** (translated subtitles available for some languages)
 - i. [General Orientation for Interviews and Interviewees](#) — video (translated subtitles available for some languages)
 - ii. [Steps and Procedures for ATA Interviews](#) — video (translated subtitles available for some languages)
 - iii. Document containing [Guidelines for Interview Questions and Self-Development Plan During the ATA Interviews](#)
- b. Interviews must have a minimum of two interviewers present at all times. If one of the interviewers is absent, the interview will need to be rescheduled. In the event that one of the interviewers has to leave during the interview, the process must be temporarily paused.
- c. Interviews should ideally not exceed 2 hours, although a range of 2.5 to 3 hours can be considered acceptable for Lead Practicum Interviews.
- d. To foster a positive and uplifting atmosphere, KRI suggests that one of the interviewers lead a brief meditation, lasting approximately 3 minutes.

5. Interview Process:

- a. Interview Team
 - i. Review Candidate's documents — *Access the Google Drive provided by the ATA admin team.*
 - ii. Speaking with the Mentor is required for a Lead interview. Listen to the Mentor's assessment, experience, and possible concerns regarding the candidate.
 - iii. Discuss as a team the interview questions and approach
 - iv. Interview Candidate
- b. During the Interview
 - i. Ask the Candidate to present their Level One Practicum Program (to present the Practicum Plan if it's initial interview or to present the Practicum Report if it's follow-up interview).
 - ii. Ask relevant questions and dialogue about the Practicum presented, and the documentation submitted by the candidate as part of their application.
 - iii. Discuss the recommendation without the presence of the candidate.
 - iv. Provide a Self-development plan
 - v. Fill out the Interview Report as detailed as possible ([INITIAL Report](#) / [FOLLOW-UP Report](#))
 - vi. IMPORTANT: IF the recommendation is "NO," then review that recommendation with the mentor before informing the candidate.
 - vii. Inform the Candidate of the recommendation and have them sign the Interview Report, indicating if they agree or disagree with the recommendation (if they should move forward or not, and the specific self development plan).
- c. Mentor signs Interview Report.
- d. The interview Focalizer submits the completed Interview Report to Academy Regional Administrator or if any questions about the Interview process to the KRI's CEO.
- e. The Candidate and the Candidate's Mentor will receive a copy of the Interview Report after review and final decision by the Certification Committee.

6. Interview RECORDING: KRI kindly requests you to record the interview for the KRI or Certification Committee's internal review, specifically in the event of a disagreement between interviewers and candidate.

- a. The recording can be uploaded to the Candidate's Google Drive folder, provided by the ATA Administrator, containing the Application documents.
 - i. When creating the Zoom link, the meeting host can select the option of "record meeting automatically" under "options".

- ii. After saving the recording on your cloud or computer, it can be uploaded to the provided Google Drive folder.
 - b. The recording will be deleted once the application process is complete.
7. **How the Interview should be conducted:** The interview is not an interrogation. It is important to remember that everyone involved in this process is dedicated to the common mission of spreading the Teachings of Kundalini Yoga through the Aquarian Teacher Training Program, and that the candidates have worked hard to come to the point where their Mentor is ready to recommend them to move to the Lead Trainer role. The interview team will assess the candidate's qualifications against KRI global standards. They will provide constructive feedback based on their observations, with suggestions to help the candidate confront their challenges and improve to be a better trainer. In the end, the Candidate and Mentor should feel Uplifted and Supported in their development process within the Academy.
- a. The interview process needs to be approached as a "peer review". The interview team should share their observations with the candidate and mentor and create a dialogue to develop a mutually agreed upon recommendation and self-development plan.

LEAD TRAINER – INITIAL INTERVIEW

The Interview Team discusses the Practicum proposal presented by the candidate and assesses the candidate's readiness to begin a Practicum Level One program. If ready, the team approves the Practicum Plan as well as gives suggestions to the plan and provides the Candidate with an individual Self Improvement plan. The Interview Team will evaluate the candidate and make its recommendation.

Lead Trainer Practicum: Part of the LT Initial interview is an assessment of the proposed Level One Practicum. The Interview Team is responsible to ensure that the proposed Practicum will adequately demonstrate the candidate's ability to independently fulfill all the [functions and responsibilities of a Lead Trainer](#). There are no requirements that this must be a fully new program in a new location. However, if the candidate is proposing to utilize an established program as their Practicum, it will be important to demonstrate to the Interview Team how the candidate will show (or has shown) that they can fulfill all LT responsibilities independently. The Interview Team will be interested in:

1. Location: Is this a new location? If not, is it one that the candidate has developed? Has the candidate generated these students?
2. Curriculum: Is this a curriculum that the candidate has developed themselves? What is the learning dynamic they want to create with it? Is it incorporating different learning styles?
3. Trainer Team: Is this an ongoing team? If so, how will the candidate demonstrate that they are truly the "team leader" and fully in charge?
4. Administration: If the practicum is taking place within the framework of a school with a central administration, how will the candidate be personally responsible for all the budget, contract, and certification administration?

Interview Team Recommendation:

Yes. The candidate is ready to begin their Lead Trainer Practicum.

- Provide the candidate with key elements for an Individual Self Improvement Plan.
- Approve candidate's LT Practicum proposal. (The Interview Team may add special requirements, as it deems appropriate.)
- The candidate may proceed with their Level One Practicum Program. Certification Committee approval is not needed.

No. The candidate is not ready to begin the LT qualification process.

- Why?
- What do they need to develop or demonstrate to be ready?

Candidate: Reads the Interview Report and signs: YES, I agree. Or NO, I disagree.

- If the candidate agrees to a NO recommendation, the application is NOT presented to the Certification Committee.
- If the candidate disagrees to a NO recommendation, the application, and the candidate and/or mentor's appeal letters are presented to the Certification Committee, which makes the final decision.

LEAD TRAINER – FOLLOW-UP INTERVIEW

After *completing* the Lead Trainer Practicum and the assigned Individual Self Improvement Plan, the Lead Trainer Candidate returns for a Follow-Up Interview.

The Interview Team will evaluate the candidate and make its recommendation based on:

- a. The candidate's Oral Report on their Practicum Experience.
- b. The candidate's written report on assigned Self Improvement Plan.
- c. Written Practicum evaluations from: Practicum Mentor and Trainer Team members.
- d. Verbal feedback from Practicum Mentor, through direct contact between interview team and practicum mentor.
- e. ATA Regional Admin's report on how the program was administered.
- f. Candidate's interview.

Interview Team Recommendation:

- Did the candidate follow through on their assigned Self Improvement Plan?
- Did the candidate demonstrate through their Practicum that they understand the role and responsibilities of a Lead Trainer and can successfully plan, administrate and deliver a Level One program according to the standards expected by KRI and the Academy?

Yes. We recommend the candidate to be approved as a Lead Trainer.

No. We do not believe the candidate is ready to become a Lead Trainer.

- Why
- What does the candidate need to develop or demonstrate to be approved as a Lead Trainer?

Candidate: Reads the Interview Report and signs: YES, I agree. Or NO, I disagree.

- If the candidate agrees to a NO recommendation, the application is NOT presented to the Certification Committee.
- If the candidate disagrees to a NO recommendation, the application IS presented to the Certification Committee, which makes the final decision.

The Interview Team is not deciding if the candidate moves to Lead Trainer. It is making a recommendation which will go to the Certification Committee. The Certification Committee's responsibility is to ensure the integrity of the process and also to consider extraordinary situations. It will review all documents to ensure that all the requirements have been properly met and that the application and interview process have been properly adhered to. Based on this review, they will make the final decision.

The Certification Committee reviews ATA candidate's process once a quarter, so it might take a few months between the interview and the final approval.

The Lead Candidate will receive a letter of approval from the ATA Regional Administrator and approval is processed in the Portal.