**Information for Clients Referred to Goal Management Training**

**Program information**: The Goal Management Training program is designed to teach participants strategies that they can use in their daily lives to improve their ability to achieve goals by staying focused, making realistic plans, and organizing, prioritizing, and completing tasks in a timely fashion. The program is delivered in a small group workshop. Group meetings are a mix of teaching, discussion, practical exercises, and review of at-home assignments. Participants who attend consistently and complete daily homework assignments usually get the most benefit from the program.

**Fee**: There is a fee of $300 to participate in the program. Private health insurance plans may cover this cost. The program does not turn away anyone who is unable to pay the program fee.

**Facilitators** The program will be led by Dr. Komal Shaikh, Ph.D., C. Psych.

**Meeting times**: Meetings usually take place on Wednesdays from 10am – 12pm.

**Meeting format**: Baycrest is now providing virtual care as a tool for doctors and clinical staff to continue to care for our clients safely and effectively. To participate in Goal Management Training via Video Conference, we will ask you to join weekly online meetings using a camera so that you can see and be seen by the facilitators and other group members. Compared to in-person meetings, online meetings have an increased security risk that your information may be intercepted or seen by someone else. Meetings will be held on Zoom, a virtual platform for online meetings. We will assume that your physical location will be the home address on file in your Baycrest Health Record unless you tell us otherwise.

**Your personal information**: Your attendance will be recorded in Baycrest’s Health Record, under your name. This record is private and confidential. After the program, a report summarizing your attendance, goals, and treatment progress will be sent to the health professional that referred you to this program. If you would like additional copies sent to other parties, we can coordinate this request with your written permission. There are certain circumstances where, for your safety or the safety of others, we may need to share limited information about you without your permission. If you have any questions about privacy at Baycrest, you can contact the Chief Privacy Officer at 416-785-2500 extension 3443.

**Respect for privacy of other group members:** We ask that you respect the privacy of your peers and that you not share information that others provide about themselves during group discussions. We also ask that you participate in the group in a private location where others outside the group will not be able to see or hear what is occurring on your screen. Please do not record any session or part of any session.

**Baycrest Client Registry:** Anyone who receives clinical services or lives at Baycrest is automatically included in the Baycrest Client Registry. The Client Registry is a secure, searchable database consisting of a limited selection of health information. The information may be used by Baycrest researchers to identify clients who might be appropriate for specific research studies. You can choose to opt out of the Registry at any time, and this will not impact the care you receive at Baycrest. You can opt out by calling the Research Hotline at 416-785-2500 ext.2900 or by sending an email to ResearchHotline@baycrest.org and requesting that your name be removed from the Client Registry.

**Consent**: Please review the above information carefully. Your consent to participate in the program will be obtained verbally during our first group meeting. You may choose to withdraw from the program at any time.

If you have any questions about this program, please contact:

 Dr. Komal Shaikh, Ph.D., C.Psych

 Telephone: 416-785-2500 ext.2445 (main office) or ext.2446 (direct)

 Email: Kshaikh@baycrest.org