

Being Me Book Group – Facilitator Guide to Sessions

Overall Timing: 1 hour with 30 minutes for preparation

BEFORE STARTING SESSIONS:

- Create a cohort file on your laptop to save everything
- Create a Google classroom for each cohort and share with participants
- Set up a recurring calendar event for each cohort and email the link to participants OR if everyone has GLOW give them the link to the classroom meet
- Update a separate cohort spreadsheet with all contacts for each group
- Update slide 1 and 8 with your details and photo
- Log on half an hour before start to check connections
- Make sure your screen is set up so all items are fully visible- in “present”, select “share a window” and choose reader view in Power Point.
- Print out the slide notes OR email the slides to another device so you can view the script. Amend the script to suit your cohort
- Update slide 8 “What’s next” with the next session date and time.
- Go to the toilet and have a drink of water ready!

AFTER SESSIONS

- Stay in the classroom until all participants have left
- Copy and paste all the chat into a new word document and save as Chatlog (today’s date) in your cohort file
- Update the spreadsheet with attendance – you can check from the Chatlog
- Send out the slides from the session with any other materials you have used.
- Upload materials to your classroom
- Send a link to the next week’s meeting – as an option send the Challenge Question slides out to the participants. Taking a screenshot from the slide and pasting it into the email is effective as people don’t need to open Power Point
- If you receive feedback or Reflective Journals, save them into your cohort file. Please thank your participants for submitting.

HINTS AND TIPS

- Having a prepared script will help your confidence when presenting
- Remember the focus of the Book Group is Wellbeing and support through a challenging time
- Encourage participation in setting Meeting Norms
- Discourage side conversations.
- Facilitating requires flexibility! If something doesn’t work, move on and reflect.
- Ask for feedback and use it to improve your sessions- journals, emails and sketchnotes all help
- If people aren’t feeling confident to participate, try humour, revisit your check in and remind everyone this is a safe space- build relationships
- Structure the discussion parts of the sessions- go “round the room” in different order- pick an assistant to help with this. Participants are listed on the right of the screen, use this as a reminder to help you see who is speaking.
- Use the services of a “critical friend” to help you with presenting skills
- You can mute and unmute participants as a prompt or to move discussion on
- Use the chat function to allow people to contribute- emojis can be added if you right click while in the chat log
- Be current and responsive- if you find some new materials that can help, add them in!
- Check with participants for understanding- “Does that make sense?” is a helpful phrase.