

Being Friends Together

Ways of Working > Practical Preparations

Practical preparations before you start your learning sessions...

1. Prepare for facilitating your meeting's learning

- look at the guidance in this *Ways of Working* area for facilitating a learning group, and for any learning processes that you may wish to use
- identify and agree facilitators for specific learning sessions – and meet to plan your learning together

2. Choose a venue

- there may be an advantage in meeting in people's houses if you can, especially if you include a shared meal before the study session and/or drinks afterwards, as this helps promote community in the group
- alternatively, you may decide to hold your learning sessions in your meeting house due to the needs or preferences of your group
- factors to consider include:
 - public transport, parking and access, in the light of group members' needs
 - comfortable seating – people will be sitting for lengthy periods and they may have a variety of needs, for example arthritis or back problems
 - the availability of audio visual equipment, internet connection or particular furniture requirements for certain sessions
 - access to an additional room, which may be necessary for some sessions

3. Gather resources

- have a look in your meeting's library (and perhaps elsewhere in your area meeting too) for books and any audio or video resources relating to the subject you are going to focus on – you never know what treasures you may unearth!
- check out any resources needed for your pathway or session and order anything you want to borrow or buy

4. Book speakers

- if you are thinking of having an external speaker as part of your pathway, book their slot as soon as possible
- if you are going to run a Quaker Quest style session, set a date for this session and book three Friends as speakers or identify other possible input (see guidance for the particular session you have chosen for suggestions)

<http://together.woodbrooke.org.uk>



Being Friends Together is a joint project of Woodbrooke Quaker Study Centre (Registered Charity Number: 313816) and Britain Yearly Meeting of the Religious Society of Friends (Quakers) (Registered charity number: 112763).



Being Friends Together

Ways of Working > Practical Preparations

5. Plan for technological and equipment needs

- if you are planning to download and photocopy handouts, do so in good time
- if you intend to use audio visual or online resources, check that you will have the necessary equipment such as a television with DVD player, a computer or other appropriate device with internet capability, such as a reliable internet connection

6. Check accessibility

- remind yourself which people in your meeting community have particular needs and check for any such needs of which you were previously unaware
- make arrangements to meet these Friends' needs, for example ordering or printing large print copies of written resources, arranging furniture, lighting, etc.



<http://together.woodbrooke.org.uk>

Being Friends Together is a joint project of Woodbrooke Quaker Study Centre (Registered Charity Number: 313816) and Britain Yearly Meeting of the Religious Society of Friends (Quakers) (Registered charity number: 112763).

