

Being Friends Together

Ways of Working > Guidelines for Facilitators

Quick checklist for preparing a session

Even the simplest session requires as much time, or more, spent on preparation, as the actual session will take. Use this checklist to help you approach each session with confidence.

Materials and activities

- Read through the session sheets in good time and prepare your own notes to make the session your own.
- Follow the guidance on preparation for each activity in the session.
- Look through the recommended preparation for participants.
- Think about people in the group. What is the most helpful way for you to present the material?
- Is there anything you are uncomfortable with? Check your own feelings and decide whether you want to ask someone else to facilitate that particular part of the session if the strength of your feelings or convictions might interfere with group process.
- Does the timing feel realistic for your group?
- Are you clear about how to run the activities?
- Can you spot any potential snags for individuals in your group?
- Are you sufficiently well prepared to respond to questions? (But remember, you are not expected to know everything.)
- Make sure you remember to include items for group maintenance: review the session plan before starting, check how people are feeling, and include a stretch/loo break.

Practical arrangements

- Make sure you have organised everything you need:
- Early access to the meeting place

<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 > Guidelines for Facilitators

- Equipment, furniture and room requirements
- Session plan, handouts, focus question sheets
- Pens, paper, object to use as a talking stick
- Resource lending box and borrowing record sheet
- Refreshments

An extract from *Hearts & minds prepared* study pack, Jennie Levin, Woodbrooke Quaker Study Centre, 2003, reproduced with permission



<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).

