

# The Recipe

While these are the ingredients of a typical day, just like every chef has different methods of cooking to produce something delicious, so does the Facilitator. Every Facilitator may even have a secret ingredient to add. This recipe is a guide to how it is done, as are the listed time frames, and it can always be altered to meet the needs of those at the table. Enjoy!

## The Appetizer

### Attention Getter! (3 – 5 minutes)

Start with a silly, inviting attention getter. It is also enticing to have a sweet or fun treat for the Participants to snack on while they are greeting one another and finding their seats.

Consider starting with a “call to order” to let the group know that the session is beginning. This can be a fun chant, hand clap, song, or game to get the Participants seated, focused, excited, and ready to learn. Gauge the group’s interests and be creative when developing an appealing way to kick off the session. The method should be something Participants can distinguish as the start of every session.

**Do not forget to remain flexible.** The entire day’s topic may shift based on the feedback received or the tone of the group. Perhaps something of high significance happened earlier in the day or week that requires more than a general 5-minute discussion. If many of the Participants want to discuss a relevant issue, this is an impactful and organic learning opportunity that should not be dismissed.

### Introduction and Announcements (5 – 10 minutes)

- Prompt the Participants to sign in.
- Introduce yourself and/or other speakers.
- Take the pulse of the group by checking-in:
  - Ask Participants how their week has been.
  - Whether anything of importance has happened since you last met.
- Gather Feedback:
  - Ask if they have been able to apply last session’s lesson and if so, how?
  - Ask how that made them feel. If they have not applied the lesson, discuss examples on how they may do so in the future.
- Announce any new information pertaining to the group.

Before jumping right into the material, take some time to assess the tone of the group. Use this time to ask Participants how they have been since the group last met. Consider taking

this portion of the session a step further by gathering feedback from the group on if and how they may have applied the previously learned concepts. Reflect on the group's feedback to improve future sessions.

### Icebreakers/Transitions (5 – 10 minutes)

#### **Icebreaker Activity**

After the introduction and announcements, consider using a transition relative to the topic that puts the theme into context. For example, if the lesson is about communication, start with a game of "Telephone." Keep the group involved by having multiple transitions throughout the session. In between discussions and activities, allow an ample amount of time for a quick game to allow Participants time to stretch and refocus. It is imperative that fun is incorporated into each session.

*Please refer to the Icebreakers Activities section for more ideas.*

## The Entrée

### Discussion (10 – 15 minutes)

#### **Introduce the day's topic.**

This is the core of the session and the key to determining the impact of the lesson. Keep the discussion interesting and engaging by utilizing various visual aids. Encourage questions and Participant led discussions, where appropriate. Participants should feel that their thoughts and opinions are equally as important as those of the Facilitator.

Prior to each session, research the day's topics and prepare the necessary materials to present information clearly and effectively.

### Activity (15 – 35 minutes)

#### **Transition into the activity.**

Think of the activity portion as a hands-on way of learning the material. The activities should be diverse and interesting to the majority of the group. Stay away from regular journaling or worksheets. The Participants should be able to get up, move, and talk to each other while applying what they have learned during the discussion.

## The Dessert

### Closing (7-15 minutes)

#### **Encourage closing thoughts and questions.**

Always come back together as a group to debrief and share any closing feelings or questions. Prompt the group to consider how they could apply today's lesson into their own lives. Don't forget to ask for feedback on what the group enjoyed or disliked.