

## TIPS AND REMINDERS FOR LEADING WORKSHOPS

### If you are a little nervous

about leading your first workshop, here are some things that you can do that might help:

1. Read through your leader's manual frequently.
2. Use a highlighter to indicate activities such as partner sharing, brainstorming, etc, so you won't accidentally skip over something.
3. Even veteran leaders benefit by practicing reading the material out loud to themselves. It is different than reading it silently to yourself. Speaking out loud actually helps you do a better job and provides you with extra learning channels.
4. Some people find it easier to take the pages out of the binder so that they can hold them in their hand for reference, rather than looking down at their book.
5. Arrive early to set up the room and get yourself focused.
6. Remember that during brainstorming the person who is leading the activity takes the suggestions from the group and feeds that information to the person who is writing. The person who is writing should not write down the suggestions until after the other leader repeats what was said. This allows the leader to control the flow of the activity. It is easier to do this if the leader who is listening looks at the group, while the person who is writing looks at the other leader or at the chart paper.
7. During brainstorming, remember NOT to comment or allow anyone else to comment until the brainstorm is over.
8. Remember to read over the finished brainstorm list and ask if any clarifications are needed before moving on.
9. Remember that if someone says "Yes, but" three times, move onto the next person.
10. Remember the last step in problem solving: "Accept that the problem may not be solvable now."

11. Talk with your co-leader during the week before each meeting. Decide who will lead each activity. Using small sticky notes is a great way to indicate who will be doing what.
12. After each session, when the participants have gone, take a few minutes to talk with your co-leader about how things went and about your upcoming session.
13. Remember that you are leading/facilitating, not teaching. One of the beauties of this program is that it helps people realize that they already know quite a lot!
14. Silence your inner critic. It's not about you, it's about the participants.
15. Give yourself the freedom to enjoy leading the workshop. If you are tense, the participants will sense that. If you are not enjoying the workshop, the participants won't enjoy it either.
16. Smile when appropriate (most of the time). No one wants to look at a perpetually "frowny" face. Be excited that you are helping people change their lives.
17. We are not there to fix people or to make them self-manage. We are there to facilitate the process of them becoming self-managers. Always remind yourself of the "why" of HLWD in order to keep the "how" in line and maintain fidelity to the program.

Good luck!