GROUP FACILITATOR WORKBOOK



PREPARED BY SARAH STRONG, LCSW

REFLECTION QUESTIONS

Respond to these questions when prompted during training.

Why am I here? Why do I want to be a BTTT Facilitator?

What is support? When have I given support? When have I recieved support?

Notes

What is the mission of Bigger Than The Trail?

What's the difference between a therapy group and a support group?

REFLECTION QUESTIONS

Respond to these questions when prompted during training.

What makes a good facilitator? Who is a memorable facilitator from my life?

What makes a bad facilitator? What fears/weaknesses do I have around facilitation?

Notes

PEER SUPPORT FACILITATOR



CHECKLIST

USE THESE QUESTIONS TO GET TO KNOW YOUR CO-FACILITATOR AND TO PLAN FOR SESSIONS

EXPERIENCE & INTEREST	TRIGGERS
WHAT'S YOUR EXPERIENCE FACILITATING?	WHAT ARE YOUR TRIGGERS?
WHAT IS YOUR COMFORT LEVEL WITH FACILITATING?	HOW CAN WE COMMUNICATE TRIGGERS DURING SESSIONS?
WHAT ROLE(S) DO YOU PERFER?	HOW CAN I SUPPORT YOU IF YOU ARE TRIGGERED?
WHAT'S YOUR LEAST FAVORITE PART OF FACILITATING?	HOW CAN I AVOID TRIGGERING YOU?
HOW DO YOU LIKE TO RECEIVE FEEDBACK?	ARE THERE ANY TOPICS YOU WOULD LIKE OFF LIMITS?
SESSION	DEBRIEF
WILL ONE PERSON LEAD OR WILL WE CO-LEAD?	WHAT WENT WELL?
HOW MUCH TIME FOR EACH SECTION?	WHAT CAN WE DO DIFFERENTLY NEXT TIME?
HOW WILL WE CHECK IN WITH EACH OTHER?	DO YOU NEED ANY EXTRA SUPPOR AFTER THAT MEETING?
WHAT DO WE NEED TO PREPARE AHEAD OF TIME?	WHO WILL HANDLE NOTES?
WHAT ARE OUR OPENING AND CLOSING QUESTIONS?	HOW CAN I BE A BETTER CO- FACILITATOR NEXT TIME?
WHO WILL MANAGE TIME?	
WHO WILL BREAKOUT WITH SOMEONE IN CRISIS?	

Т

STARTING A MEETING

REFLECTION QUESTIONS

Respond to these questions when prompted during training.

What group rules are most important to me? What rules help me feel safe?

How can I create a culture of safety and respect? What other values do I want to make sure are present in my group?

STARTING A MEETING

Notes

What are the 4 components of group?

What are the reasons behind our group rules?

STARTING A MEETING

Notes



Welcome!

This is a support group for individuals navigating mental health and mental wellness. This is a safe place where you can get support and connect with others. You do not have to be diagnosed with any specific illness to be here, but many people in our groups do have a mental health diagnoses. Anyone who wants to connect or find supports in others is welcome here.

This is not a therapy group. This is not a substitute for psychiatric care or psychotherapy or medical treatment. The group is guided by a peer facilitator and not by a licensed professional. This group is not designed to diagnose or treat mental illness, but is a group of mutual support and community.

If you are experiencing symptoms that appear to need to be addressed by a healthcare professional or are a danger to yourself or others, the facilitator will encourage you to seek a higher level of support and get the care you need.

By registering for this group, you assert to having read and understood the above information and support group rules.

If you need immediate support, please call 988 for mental health crisis services or 911 for emergency services.



Our groups are a safe and welcoming environment for all. In an effort to ensure all participants feel secure, valued and respected, everyone will follow these rules as well as any rules shared by your facilitators.

CONFIDENTIALITY

Do not talk about people outside of group, even with other group members Do not photograph, screenshot, or otherwise record group or group members

SUBSTANCES

Do not come to group intoxicated.

Do not consume substances --legal or otherwise---during group.

VALUE TIME

Come on time-- you cannot join after 15 minutes late

Everyone gets a chance to share

Limit Distractions

RESPECT

Respect different opinions and experiences

Use respectful language and tone; no attacks or put downs

Listen to the person talking

APPROPRIATE CONTENT

Focus on community and mental health support

Stay on topic

For crisis or therapy needs, utilize other resources

MEAT OF THE MEETING

Notes

Check-In and Opening

Sharing Resources

OPENINGS

Invite participants to state their name and respond to the prompt. Open up for deeper discussion after everyone has done brief check-in

WHEN THERE ARE A LOT OF PEOPLE

- "Use one or two words to state your intention for today.
- "Describe your mood in one word."
- "Scale of 1-10, where's your mood today??
- "In one or two sentences...."

USING VIRTUAL TOOLS

- In your display name, write your first name +(how you're feeling right now) (a weather word that describes your day) (why you're here today)
- Check-in using an emoji
- Check-in by showing us on screen from 1-10 how energetic you are for today's meeting (fingers, or type in the chat)
- Check-in by showing us your power pose for this meeting.
 - Check-in by changing your virtual background to (a place that makes you feel
 - happy) (a scene from your favorite movie) (your proudest moment)

WHEN YOU HAVE TIME

- What's a high and low from this week?
- How can we support you today?
- What's on your mind?
- What's a challenge you are currently facing or one you've recently overcome?

ZOOM TOOLS

MANAGE PARTICIPANTS

Log into Zoom Meeting Under "Meeting Controls" find **Participants**



- To stop one participant, hover over name and choose "mute" or "stop video"
- Let people in from the waiting room
- Lock Meeting after 15 minutes

CHANGE BACKGROUND

Log into Zoom Meeting

On a Computer, find Settings and click "background and filters"

On a phone, find "More" and click "background/effects"

MEAT OF THE MEETING

Notes

Closing

Notes

CLOSINGS

Depending on time and preference, participants can respond to prompts by: going around one at a time and answering, going popcorn style, speaking in unison. For virtual participation, you can try using the chatbox, changing name, or changing picture.

CONNECTING TO EACH OTHER

"(Name), you impacted me -----"

"I pass my peace to you". One person starts and passes to another person in the group until it has been passed to everyone.

Take a deep breath together

"My hope for you is..."

CONNECT TO SESSION

- One thing I learned
- One thing I will try
- Something I'm taking with me and something I get to leave behind
- One word to leave us with

PROMOTE WELLNESS

- One way I'm going to take care of myself today (this week) is...
- One person I'm going to reach out to is..
- One thing I appreciate about myself is...
 - One thing I'm feeling grateful for today is...

ZOOM TOOLS

EMOJIS AND HAND RAISES

Log into Zoom Meeting Under "Meeting Controls" find "**Reactions**"



Use questions that can be answered with an emoji or a hand raise.

POLLS

Log into Zoom Meeting Find the **Polls and Quizzes** tab



Click "create" and choose what kind of poll you want

Allow participants to respond anonymously

ZOOM TOOLS

SCREEN SHARING & WHITE BOARD

Log into Zoom Meeting Under "Meeting Controls" find **Share Screen**



- Choose screen or white board
- Make sure other tabs and windows are closed

BREAKOUT ROOMS

Log into Zoom Meeting Under "Meeting Controls" find **Breakout Rooms**

- Select the number of groups you want
- Select for participants to be automatically sorted

MEETING TOPICS

- 1. Self Care
- 2. Nature
- 3. Self Compassion
- 4. Thinking Traps
- 5. Gratitude
- 6. Sleep Hygiene
- 7. Boundaries
- 8. Negative Self Talk
- 9. Movement
- 10. Coping Skills

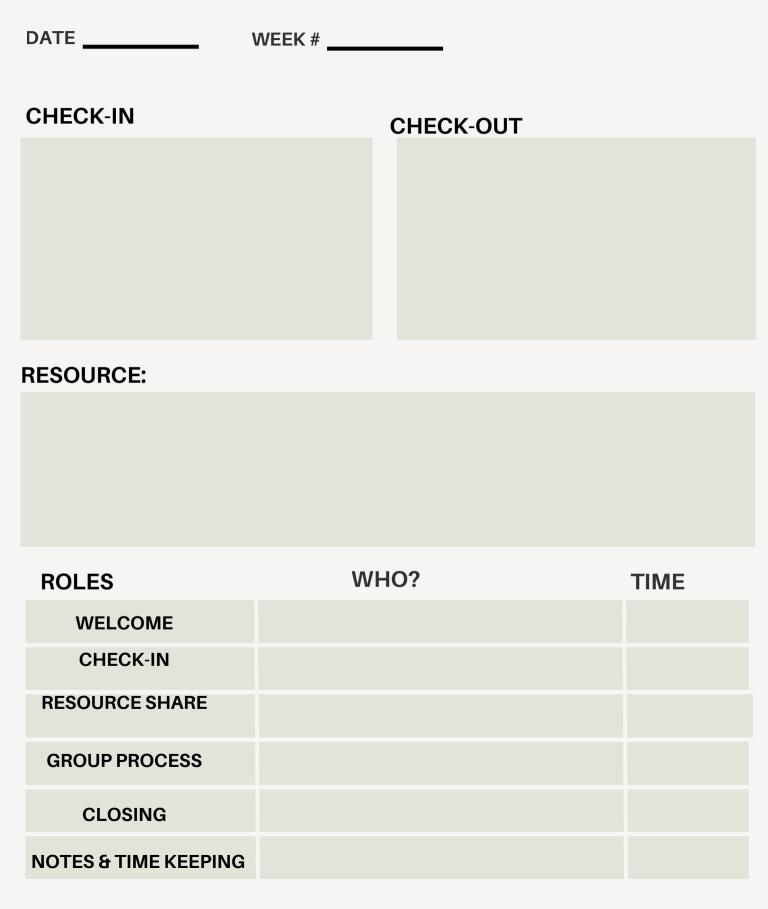
- 11. Routines, Rituals and Habits
- 12. Play
- 13. Technology Diet
- 14. Attention/Presence
- 15. Connection
- 16. Feel Your Feelings
- 17. Stress
- 18. Affirmations and Mantras
- 19. Decluttering
- 20. Circle of Control

PLAN A MEETING

- USE THE PROVIDED TOOLS TO PRACTICE PLANNING A SESSION.
- EXPLORE THE CHECK IN AND CHECK OUT STRATEGIES AND FIND ONES THAT RESONATE WITH YOU.
- REMEMBER TO HAVE A BACKUP PLAN FOR EVERY CATEGORY IN CASE YOU
 NEED TO USE MORE OR LESS TIME.
- AS YOU PRACTICE PLANNING A MEETING, CONSIDER WHICH ELEMENTS YOU LIKE MORE AND WHICH YOU LIKE LESS. WHAT ROLES DO YOU WANT AND WHICH DO YOU WANT TO PASS ON TO YOUR CO-FACILITATOR?
- WHEN PLANNING TIME, GIVE YOURSELF A WINDOW. HAVE A PLAN FOR WHAT WILL HAPPEN IF THINGS TAKE LONGER/SHORTER THAN EXPECTED. WILL YOU HAVE A FIRM CUT-OFF FOR ANY SECTION?

SUPPORT GROUP AGENDA





MEAT OF THE MEETING

Notes

REFLECTION QUESTIONS

Respond to these questions when prompted during training.

What is the role of a group facilitator?

How can I tell when someone is paying attention when I'm talking? When they aren't? What makes me feel heard?

Notes

What roles does a facilitator have?

Guiding conversation

Notes

Problem Solving

Active Listening

ACTIVE LISTENING *SKILLS*

PARAPHRASE: REPEAT BACK WITH DIFFERENT WORDS

What I'm hearing is... Sounds like you are saying...

If I'm hearing you correctly....

So as you see it...

CLARIFY: SEEK UNDERSTANDING

I am not sure I quite understand; or do you mean that...?

Can you say more about ...?

You have given me a lot of information, let me see if I've got it all... "

SUMMARIZE: IDENTIFY, CONNECT, AND INTEGRATE IDEAS

Let me summarize what I heard so far....

So, on the one hand... but on the other hand . . .

•I think I've heard several things that seem to be important to you,

first____, second, second____, third____."

REFLECT: CONNECT CONTENT TO FEELINGS

I get the sense that you might be feeling afraid about what might happen if . . .

To me, it sounds like you are frustrated about what was said, but I am wondering if you are also feeling a little hurt by it.

It seems like you felt confused and worried when that happened.

ACTIVE LISTENING DO'S & DON'TS

DO'S

Listen More than you talk Let the speaker finish before you respond. Ask open--ended questions Remain attentive to what's being said Be aware of your own biases Manage your own emotions Be attentive to ideas and problem--solving opportunities Give verbal and nonverbal messages that you are listening Listen for both feelings and content

DONT'S

Dominate the conversation Interrupt Finish the speaker's sentences Jump to conclusions Respond with blaming or accusatory language Become argumentative Demonstrate impatience or multitask Mentally compose your responses about what to say next Listen with biases or shut out new ideas

ACTIVE LISTENING BARRIERS

INTERRUPTING

- Interjecting comments
- Rushing Speaker
- Cross--examining

DIVERTING

- Changing the subject
- Focusing on your own agenda

- Tuning out
- Responding to distractions

- Reassuring
- Minimizing

FIXING

- Ordering
- Suggesting

- Advising
- Diagnosing

EVALUATING

• Judging

- Taking sides
- Threatening

- Condemning
- Giving opinions
- Praising

FEELINGS WORDS

Concerned **Desperate** Confused Angry **Frustrated** Discouraged Annoyed **Belittled** Patronized Understood Pleased Uncomfortable **Resentful** Misunderstood Stuck Unimportant Hopeful **Hopeless** Encouraged Confident Envious Dissatisfied

Hurt **Astonished Overwhelmed** Surprised Scared Terrified Upset Uncertain Important Guilty Blamed Content Shamed **Defensive** Discounted Embarrassed Worried Affectionate Resigned Tired **Enthusiastic** Puzzled

Attacked Considered Intimidated Ignored Comforted Sad Loved Anxious Disturbed Rejected Delighted Infuriated **Betrayed** Concerned Joyful Enamored Proud Threatened

Notes

Co-Facilitation

Self Care

POST SESSION DEBRIEF & NOTES

DATE:

FACILITATOR: FACILITATOR:

TOPIC:

RESOURCE SHARED:

WERE THERE ANY TECHNOLOGY ISSUES?

WAS THERE A CRISIS IN THE GROUP (SOMEONE HAD TO BE KICKED OUT, OR SOMEONE NEEDED TO BE CONNECTED TO A HIGHER LEVEL OF SUPPORT)?

ARE THERE ANY FOLLOW UPS FOR THE NEXT SESSION (SOMEONE STRUGGLING, UPCOMING ANNIVERSARIES? ONLY SHARE WITH PERMISSION.)

DID ANY GROUP MEMBER REPEATEDLY VIOLATE GROUP NORMS?

ANYTHING ELSE WE SHOULD KNOW?

ANY SUPPORT YOU NEED?

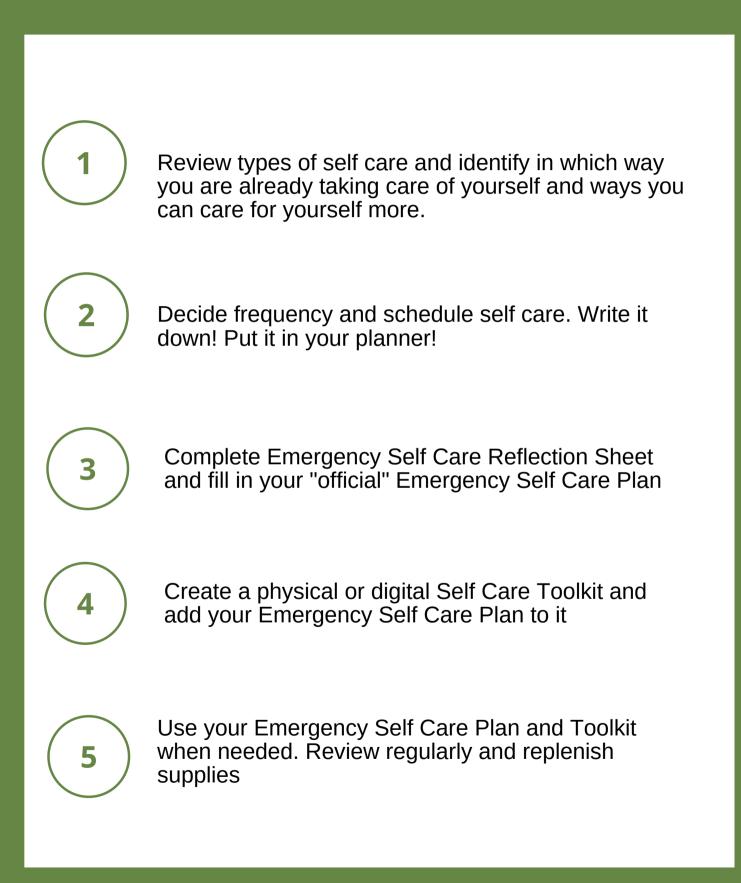
SARAH STRONG, LCSW

BIGGER THAN THE TRAIL FACILITATOR TRAINING

Notes

SELF CARE

Create a Maintenance Self Care Plan & Emergency Self Care Plan



SELF CARE

Six categories of self care and examples of how to practice them

PHYSICAL ACTIVITIES YOU DO TO IMPROVE THE WELL BEING OF YOUR PHYSICAL HEALTH.	 Exercise Drink water Complete annual physicals Sleep 7-10 hours Eat enough calories Eat fruits and vegetables
SOCIAL ACTIVITIES YOU DO TO CONNECT WITH OTHERS AND DEEPEN RELATIONSHIPS.	 Make regular plans with someone Date nights one on one time with kids Call or schedule check ins Send spontaneous notes
PRACTICAL TASKS YOU COMPLETE TO PREVENT FUTURE STRESS AND TO MAINTAIN EVERYDAY LIFE.	 Pay bills Meal Plan Pick outfits out ahead of time Make a budget Professional Development Classes
PSYCHOLOGICAL ACTIVITIES TO ENGAGE THE MIND, STIMULATE CURIOSITY AND ENHANCE SELF AWARENESS.	 Learn something new Read a book Listen to a podcast Engage in reflection Take a class Journal or track moods
EMOTIONAL ACTIVITIES YOU DO TO FEEL, EXPERIENCE AND EXPRESS A RANGE OF EMOTIONS.	 Journal Talk to a therapist Cry Watch movies that make you laugh Communicate boundaries Celebrate yourself/use affirmations
SPIRITUAL ACTIVITIES YOU DO TO NURTURE YOU SPIRIT, CONSIDER THINGS BIGGER THAN/ OUTSIDE OF YOURSELF, AND/OR CONNECTS YOU WITH HUMANITY.	 Go out in nature Engage in reflection Find a spiritual community Attend organized religious services Have experiences of awe an wonder Practice gratitude

SELF CARE

MAKE A MAINTENANCE PLAN

IDENTIFTY CURRENT SELF CARE PRACTICES AND WHAT YOU CAN ADD OR CHANGE. BE SPECIFIC ON TIMING AND FREQUENCY TO MAKE A PLAN.

CATEGORY	CURRENTLY DOING	ADD/CHANGE	WHEN? HOW OFTEN?
PHYSICAL			
SOCIAL			
PRACTICAL			
MENTAL			
EMOTIONAL			
SPIRITUAL			

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BIGGER THAN THE TRAIL FACILITATOR TRAINING

EMERGENCY SELF CARE PLAN REFLECTION SHEET

IDENTIFY SOCIAL SUPPORTS

WHO HAS BEEN THERE FOR YOU BEFORE? WHO IS A GOOD LISTENER? WHO GIVES GOOD ADVICE? WHO KNOWS WHEN TO LISTEN VS WHEN TO GIVE ADVICE? WHO DO YOU CALL WHEN YOU NEED TO VENT? WHO DO YOU CALL WHEN YOU NEED TO CRY?

AFFIRMATIONS

WHAT AFFIRMATIONS RESONATE WITH YOU? WHAT LOVING REMINDERS DO I NEED? WRITE YOUR OWN AFFIRMATIONS (POSITIVE, PRESENT AND PERSONAL)

COPING SKILLS

COPING SKILLS? (SEE NEXT PAGE FOR IDEAS) WHAT DO YOU TEND TO DO ARE UPSET? IS IT HELPFUL OR UNHELPFUL? WHAT HAS HELPED CALM YOU DOWN IN THE PAST? WHAT HAVE YOU TRIED? ARE THERE BREATHING TECHNIQUES OR CALMING STRATEGIES THAT YOU LIKE?

SAFE ENVIRONMENTS

WHERE CAN YOU GO WHEN YOU WANT TO BE ALONE? WHERE IS A PLACE THAT MAKES YOU FEEL CALM? WHERE CAN YOU GO IF YOU NEED SOME MOVEMENT? WHERE CAN YOU GO

THINGS THAT PRODUCE JOY

WHAT DO YOU DO FOR FUN WHEN YOU ARE IN A GOOD MOOD? WHAT ARE YOUR FAVORITE COMEDIC MOVIES? WHO MAKES YOU LAUGH? WHAT MUSIC MAKES YOU WANT TO DANCE?

PHYSICAL NEEDS

WHAT PHYSICAL SELF CARE AM I MOST LIKELY TO FORGET WHEN I AM STRESSED ARE THERE UNHEALTHY CHANGES I MAKE WHEN I AM STRESSED? WHAT PHYSICAL NEEDS IMPACT ME MOST? (FOOD, SLEEP, MOVEMENT, ETC)

EMERGENCY SELF CARE PLAN

WHERE I WILL GO
●
•
HOW I WILL SOOTHE MYSELF
•
•
HOW I WILL CARE FOR MY BODY TODAY
•
•

PEOPLE/PLACES/THINGS I SHOULD AVOID

SELF CARE

TOOLKIT

Create a physical or digital toolkit that is already together and easy to access when you are feeling overwhelmed. The easier it is to take care of yourself, the more likely you are to do it!

-Your Emergency Self Care Plan

-Playlists (fun and energetic, calming and soothing, mindfulness or nature sounds)

- -Files of kind cards/emails/notes you have been given
- -Epsom salts or bath bombs
- Candles or incense in scents that make you feel relaxed
- Flavorful candy or treat
- Comfy socks or soft blanket
- -A list of favorite movies

-Pictures that make you smile (happy memories, beautiful places, puppies, etc.)

-What else? What soothes you or brings you joy?

CHALLENGING DYNAMICS REFLECTION QUESTIONS

Respond to these questions when prompted during training.

What challenging dynamics or crises do I anticipate? Which do I fear and which do I feel prepared for?

What is my comfort level with conflict?

SARAH STRONG, LCSW

CHALLENGING DYNAMICS REFLECTION QUESTIONS

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SARAH STRONG, LCSW

FLEX MODEL

FOCUS WITHIN

Tune into your emotions Recognize how our experience have shaped your perspective Know your biases Focus on facts

LEARN ABOUT OTHERS

Recognize how their experience has shaped their emotion Consider their perspective Know they may have different values Think about how your actions may have impacted them

ENGAGE IN INCLUSIVE DIALOUGE

Listen to understand, not debate Ask open-ended questions Avoid blame and defensiveness

EXPAND OPTIONS



Brainstorm possible solutions Seek out different perspectives Explore & Evaluate

Notes

Constructive VS Destructive Group Behaviors

Conflict Resolution

Notes

I Statements

Compliment Sandwich

Notes

Crisis

Follow up after crisis



RESOURCES

These are national organizations with trained professionals

SUICIDE & CRISIS

988 Text "home" to 741741

SUBSTANCE ABUSE

SAMHSA Hotline 1-800-662-4357

SAMHSA Counselor 1-800-774-5796

LGBQTIA+

Trevor Project Crisis Hotline 866-488-7386

Trans Lifeline 877-565-8860

VIOLENCE & SEXUAL ASSAULT National Domestic Violence Hotline: 1-800-799-7223

National Sexual Assault Hotline 1-800-656-4673

Notes



PRACTICE

PRACTICE THE SKILLS OF CO-FACILITATING IN YOUR EVERYDAY LIFE

ACTIVE USE ACTIVE LISTENING WITH PARTNERS, ACTIVE KIDS, AND COLLEAGUES, AND FRIENDS.NOTICE LISTENING THE DIFFERENCE IN QUALITY OF CONNECTION!

USE I STATEMENTS WHEN COMMUNICTING YOUR FEELINGS. REMEMBER THE FORMAT: I FEEL_____ WHEN YOU_____ BECAUSE_____ NEXT TIME, PLEASE_____

SELF CARE COMPLETE THE SELF CARE ACTIVITIES AND PRIORITZE SELF CARE SO THAT IT IS ALREADY IN PLACE WHEN IT'S YOUR TURN TO FACILITATE.

POSITIVEWHEN YOU WANT TO CORRECT A BEHAVIOR,OPPOSITESTRY FRAMING IT IN IT'S POSITIVE OPPOSITE

SELF PAY ATTENTION TO YOUR OWN THOUGHTS AWARENESS AND FEELINGS. KNOW YOURSELF. LEARN YOUR BIASES

PLAY AROUND IN ZOOM. SCHEDULE SOME ZOOM CATH UP TIME WITH FRIEND AND TRY OUT THE FEATURES.

SARAH STRONG, LCSW

REFERENCES & RESOURCES

FOR FURTHER INDEPENDENT STUDY

MENTAL HEALTH AMERICA'S CENTER FOR PEER SUPPORT GROUP (2016). SUPPORT GROUP FACILITATION GUIDE. RETRIEVED FROM <u>HTTPS://WWW.MHANATIONAL.ORG/SITES/DEFAULT/FILES/MHA%20SU</u> <u>PPORT%20GROUP%20FACILITATION%20GU IDE%202016.PDF</u>

SELF HELP RESOURCE CENTER. PEER SUPPORT FACILITATOR GUIDE. (N.D.) RETRIEVED FROM <u>HTTP://WWW.SELFHELP.ON.CA/SITE/WP-</u> <u>CONTENT/UPLOADS/MH-PEER-SUPPORT-MANUAL1.PDF</u>

HENZE, K. & SWEENY, P. PART II OF PEER SUPPORT GROUP FACILITATION SKILLS: DEALING WITH CHALLENGES IN GROUPS. (N.D.) RETRIEVED FROM

HTTPS://WWW.MIRECC.VA.GOV/VISN1/DOCS/PRODUCTS/PART II PEE R SUPPORT GROUP FACILITATION SKILLS P RESENTATION.PDF

COMMUNITY TOOL BOX. SECTION 2. CREATING AND FACILITATING PEER SUPPORT GROUPS. CHAPTER 21. (1994- 2020) RETRIEVED FROM <u>HTTPS://CTB.KU.EDU/EN/TABLE-OF-</u>

<u>CONTENTS/IMPLEMENT/ENHANCINGSUPPORT/PEER-SUPPORT-</u> <u>GROUPS/MAIN</u>

SARAH STRONG, LCSW