

RECOMMENDATIONS FOR FACILITATORS

Each participant pays a regular fee for class attendance.

We suggest a \$5.00 per class fee. The purpose of charging a fee is to maintain the importance of the class to the participants. If class is free, participants are likely to devalue it, and feel free to attend or not attend, depending on what is convenient for them. Each facilitating entity should decide on the fee, and special financial arrangements should be made, if necessary, on an individual basis, privately.

Classes should be segregated by gender.

Often, topics for discussion will arise which would be uncomfortable for some to discuss in a mixed group. It is best to create an atmosphere which feels safe to all participants and which promotes sharing of personal thoughts, feelings, behaviors and experiences in the group. As the class members become more familiar with each other, it is often customary to embrace members before and after class, or to comfort during an emotional moment in the class period. It is best for affection to be expressed to those of the same sex in such a group.

Each participant must have a syllabus of their own:

To maintain an accurate record of finances, make sure that members pay for their syllabus before class #1, during the time allotted for registration. Each class member will need their own book with its colorful cover and 3-ring binder style, which can be used to insert their additional notes as needed.

Each class member must sign and date “Disclaimer” at the beginning of class #1:

They must also fill out the registration form, which gets handed in, along with the disclaimer, at the beginning of class #1. The disclaimer is designed to assist participants and any interested onlookers, to see that this is NOT group therapy, but a learning (psycho-educational) process.

Class size should not exceed 10 participants:

The ideal size for such a group is 8-10 members. You can go as small as 6 members, but should NOT exceed 12 members. More than 10 members reduces the opportunity for sharing, to an unhelpful level, and some are inadvertently left out because of time constraints. Usually, the shy and withdrawn are the ones who get left out.

Time is important!

Facilitators should emphasize at the beginning of class #1, the importance of arriving and departing on time. It should be emphasized, that these classes are of two hour duration, and no one should arrive late or depart early. Also emphasize the importance of regular attendance, both for the safety and continuity of the group, and for ease of beginning and ending class on schedule. This makes it more comfortable, in the long run, for all who attend.

How to Handle Missed Classes:

First, if a class member has to miss a class and wants to watch the DVD they have missed, we suggest that you rent the DVD to them with a \$25.00 deposit. If they are paying for single sessions, they get their deposit back minus \$5.00 for the class period they missed. If they are paid in full at the time of registration, the deposit fee is \$20 and they get \$20 back upon the return of the DVD. Hopefully, this will help to discourage folk from missing classes unless ABSOLUTELY necessary. Second, have the person who missed class, arrange to discuss the lesson at a separate time with a paired "buddy". This way, discussion and sharing can take place with at least one other person providing some of the support that goes along with building trust, giving and receiving support, and practicing connection with others in healthy ways.

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**Please have students sit in a circle for each class period.
This is the best method for discussion.**