

2023 National Group Forum Facilitator/Host Guide

This template can be used to help facilitate the discussion at your 2023 Global Group Forum or any future Group Forums that your group would like to hold. It can also be used at the initial group meeting following a Forum. This guide outlines a total time of 90 minutes. You can adjust the timing based on your own Forum time frame.

Step No. 1: Meet and Greet (5 -10 minutes)

Encourage invitees to arrive early to ensure a crisp start. Welcome each person as they arrive. Have them briefly introduce themselves and how and why they came to the Forum. Have the guests share who invited them.

Step No. 2: Introduce LeaderImpact (2 minutes)

LeaderImpact exists to bring value to marketplace leaders through quality speaker events called forums, group forums and through small peer groups. The forum events seek to introduce LeaderImpact as a place to grow professionally, personally, and spiritually. Groups, usually meeting weekly, are intended to create a safe environment with your peers where you can examine life's deeper issues and challenges .

Step No. 3: Introduce the Speaker (3 minutes)

Today we have the privilege of hearing from a world class leader. You will want to write down the big ideas as we will have a discussion following the interview. If you are watching the time we want you to know we will be done by ____ . Now it is my privilege to introduce today's guest speaker. (Read bio from Invitation)

Step No. 4: Present the Interview (30 min.)

At this point you either have a live speaker or a pre-recorded speaker. Have the host (could be yourself) and speaker discuss the four questions. If you chose a pre-recorded video interview, present the video your group chose to watch. To help with time, have the video ready to play on your computer prior to sharing your screen. Ensure you have also shared the video sound.

Step No. 5: Group Discussion following the Interview (30 minutes)

How this section is structured will depend on whether you have a live speaker or a pre-recorded speaker. If you have a live speaker, you can open up a Q&A time for the group to ask questions.

If you used a pre-recorded speaker, you can have a discussion within the group about what the speaker said. Time will dictate the amount of discussion time for each section but try to cover all three and get to the bridge!

Prep your group ahead of time re: letting guests speak, watching your language and assumptions, etc.

Process options:

- pose the question and then hear from a couple of participants (remind group members to let their guests share first)
- in person, have triads share their answer
- on-line, if lots of time, go to breakouts (4-5 per room), then come back and hear from some.

Retell:

"Retell in your own words the speaker's content."

Prompts:

- "The most significant idea was..."
- "An idea that captured my interest was..."
- "I'm not sure that I understood (or agree with) the statement..."

Relate:

"How does the content relate to your life experience; leadership experiences, books you've read, media, related topics, feelings."

Prompts:

- "This reminds me of ..."
- "I identified with..."
- "What I found meaningful was..."
- "This relates to my life because..."

Reflect:

“Share insights and personal conclusions supported by reasons for your ideas.”

Prompts:

- “The idea that inspired me most was... because...”
- “I was challenged by...”
- “I don’t understand...”
- “This presentation has prompted me to action. I’m going to....”

Step 6: Bridge (5 minutes)

The script for this section will be based on what material you plan on starting with your group or your new groups.

“In two weeks our group will be moving into a 6-week series called Foundations. Foundations is part of the LeaderImpact Integrated Life series; a one-of-a-kind program with its emphasis on the personal, professional and spiritual development of leaders. As those seeking maximum impact in life, we understand that the development and integration of all three of these areas is of utmost importance for the leader who seeks to become the best version of himself/herself.”

The Foundations Booklet includes a self-assessment to help leaders identify areas of strength and opportunities for growth in light of their personal mission and values. It is the foundational booklet for the Integrated Life Series.”

If you plan on starting a different book in the Integrated Life Series:

“In ___ weeks our group will be starting a study of the book _____. This book is part of the LeaderImpact Integrated Life series. Our discussions will be focused on the personal, professional and spiritual development of leaders. As those seeking maximum impact in life, we understand that the development and integration of all three of these areas is of utmost importance for the leader who seeks to become the best version of himself/herself.”

“Regardless of where you are in your spiritual journey, LeaderImpact Groups offer an environment where you can grow personally, professionally, and spiritually. If you are a guest today, the person who invited you is a member of this Group. If you want more information or wish to discuss trying out the group, get in touch with me or talk to the member who invited you.”

“Some of you, for any variety of reasons, may be interested in one of the other groups that meet in our city or across the nation. We would be delighted to help with that. Simply let us know.”

Step 7: Comment Card (5 minutes)

The link to the electronic comment card is:

<https://forms.gle/nZqPPfDLeXq5UhHG9>

Copy the link and paste it into the chat section on your virtual platform (Zoom, etc.) Mention that you would like the guests to fill in this comment card. Open it up yourself and walk through it with the guests. Ideally, share your screen once you have it open. Tell them you will give them a couple of minutes to fill it in.

Step 8: Confirm time/location/Contact Info (5 minutes)

In this final step, confirm the day, time, and location (Zoom link) for the next group meeting. Ask the guests to add their name and email contact in the chat so you can include them on the invitation. If you do not get the information, the comment card will have it or the member who invited them will have it.

Thank everyone for coming out to the event.

Close with a prayer appropriate for the guests.