

QC44 Group Facilitation: Your Journey Begins

Session structure template

Agenda item	Key tasks	Checklist
Pre group preparation	<input type="checkbox"/> Ensure the environment is set up to maximise engagement. <input type="checkbox"/> Ensure all necessary materials are ready for the session. <input type="checkbox"/> Warm up as a facilitator.	<input type="checkbox"/> Set up the room in an appropriate configuration. <input type="checkbox"/> Place necessary handouts/workbooks on desks, if required. <input type="checkbox"/> Set up PowerPoint/visual material, if required. <input type="checkbox"/> Engage in exercises to increase calm and focus.
Introduction	<input type="checkbox"/> Ensure each group member is settled into the group. <input type="checkbox"/> Focus on orienting group members to the session.	<input type="checkbox"/> Welcome members to the group. <input type="checkbox"/> Review group rules. <input type="checkbox"/> Summarise the previous session.
Check in with members	<input type="checkbox"/> Encourage reflection and feedback on content from the previous session. <input type="checkbox"/> Briefly review the period between group sessions. This will allow the group leader to be aware of any sensitive issues that may arise throughout the session.	<input type="checkbox"/> Open a discussion regarding current mood, thoughts, and reflections on the previous session and any events between sessions. <input type="checkbox"/> Review homework from the previous session. <input type="checkbox"/> Discuss any significant changes for members in the period between sessions.
Set the session agenda	<input type="checkbox"/> Set the session agenda to provide predictability for the group. This encourages safe engagement.	<input type="checkbox"/> Discuss what content, activities, and discussions will be covered in this session that will support the group to meet their goals.

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Progress through session content	<input type="checkbox"/> Focus on content delivery. <input type="checkbox"/> Focus on process issues that arise during the delivery of content. <input type="checkbox"/> Monitor group behaviours and intervene where necessary.	<input type="checkbox"/> Deliver planned content and activities. <input type="checkbox"/> As appropriate, provide members with your observations, feedback, and summaries of discussions. <input type="checkbox"/> Make in-the-moment comments about the process. <input type="checkbox"/> Be aware of timing and keep the group on track.
Plan homework/out of session activities	<input type="checkbox"/> Provide clear expectations of tasks to be completed between sessions. <input type="checkbox"/> Review individual goals between sessions. <input type="checkbox"/> Problem solving barriers to completion of tasks.	<input type="checkbox"/> Set homework tasks between sessions, if applicable. <input type="checkbox"/> Ask members what they would like to focus on, outside the group setting. <input type="checkbox"/> Be specific with what group members are to focus on.
Summarise the session and get feedback	<input type="checkbox"/> Provide a summary focusing on key messages throughout the session. <input type="checkbox"/> Provide an opportunity for group members to provide feedback on the facilitation of the session, the content of the session, and any process issues that arose throughout the session.	<input type="checkbox"/> Summarise session discussions. <input type="checkbox"/> Ask group members for feedback on their thoughts regarding the session. <input type="checkbox"/> Briefly state the next session's agenda. <input type="checkbox"/> Close the session.
Post group work	<input type="checkbox"/> Complete required documentation in line with service requirements and ethical guidelines on group notes.	<input type="checkbox"/> Complete file notes as required. <input type="checkbox"/> Prepare materials for the next session.