

# BEST PRACTICES

## NEXT LEVEL GROUP TRAINER

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- You will **meet a total of 5 times** in correspondence with the 5 modules.
- Be sure to **start on time and end on time**.
- The gathering format:
  - **Connect:** How are you doing?
  - **Celebrate:** What is exciting in your ministry/job/life - tie to the competency if possible.
  - **Coach:** What are we here to learn about?
  - **Communicate:** What details are needed to meet again, repeat, etc.
  - **Care:** How can I pray for you?
- **Answer some questions with other questions** to gain untapped insight from other participants.
- **Bring 1 to 2 personal insights** to each session from your experience in ministry, family, or at work to add value to the discussion time.
- **Take notes** on key things your groups say and help to reiterate it throughout the conversation.  
*What gets highlighted/celebrated gets repeated.*
- Always make time to **develop a list of key takeaways**.
- Always be thinking about: **How can I help these people grow in their leadership from this module;** then check in with them the next time you meet on how it went and is going.
- **Verbally affirm** participation and feedback. As leaders/trainers, our words have more impact than we realize.
- **Encourage everyone to participate;** if some are not, make a special effort to draw them into the conversation. Leadership development is not a spectator sport.
- Gauge the success of the module by how much others are sharing, not how much YOU are.
- As you facilitate each gathering, here are two tips and three great questions to ask yourself:
  - **1. Who are the sharp leaders or potential leaders in the group?** Share this feedback with the ministry lead and encourage them to find ways to give them opportunities to grow.
  - **2. Who are the less-sharp leaders?** Maybe they need to hit another round of the same level of content, the assessment of them is important as **not to over-promote people.**
  - **Three Great Questions To Ask Participants**
    - 1. What has God been saying to you in this module?
    - 2. What are you going to do about it?
    - 3. How can I as the trainer help?

- Feel free to ask more questions than solely what is listed in the homework of the module- in fact- we NEED you to ask more
- **Do not edit or alter the content of each module.** Each assignment and the content chosen for each module is the approved content and any edits must first be approved by Pipeline Development Team.
- **Do not turn these prep group meetings into a bible study format.** These modules are intended to have a combination of scripture, business resources/tools, videos, podcasts, articles, etc, so there is no need to add a scriptural reference or tie-in to each assignment.