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Group Lead & Facilitator Guide

As **Group Lead**, you will act as the point person for your group throughout the training, making sure your group members have all the materials and information they need, and organizing and facilitating exercises in your group. Below you will find a **facilitation guide** for your group sessions including materials and timings.

You can co-facilitate with other group members, or even nominate a group member as the lead facilitator, in which case you should share this guide with them. But critically, **you are responsible for creating your own group's meeting link** for these practice sessions and **sharing this link with your group members** (unless you're meeting in person).

We are running **orientation sessions** to help you prepare for your role. Click here for the dates and times and sign up to the one you would like to join here. We have also prepared these short videos that cover the essentials of your role. If you have any questions about the Group Lead or Facilitator role, write to info@organizing4power.org.

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Before the program starts make sure to:

- **Do the mandatory preparatory work:** Make sure that each group member reads this short campaign scenario, which will be referenced throughout the course. For those who would like to read more, you can read the Introduction & Chapter 1 of Jane McAlevey's *No Shortcuts*.
- **Create your group meeting link:** Create and share a recurring meeting link with breakout groups enabled (on Zoom or another platform of your choice) and share the meeting link with your group. You and your group will need this link for sessions 1, 2 and 3.
- **Establish your own communications group**: Using WhatsApp or the platform of your choice, make sure you have a designated place to communicate with your group members throughout the training.
- **Confirm attendance:** Practice your organizing skills and call or text each of your members to confirm their attendance, remind them of the start time, and make sure they have the Participant Program.
- **Participate in an orientation session** to prepare for your role or watch these preparatory videos. You can take part in additional optional training to learn how to manage breakout rooms in Zoom. Sign up for your orientation session here.
- **Join the** O4P WhatsApp group for Group Leads to ask questions and share learnings.
- **Set a date for your final group assignment:** You will need to meet with your group within 4 weeks after our final session to complete your final group assignment in order to be eligible to receive your course certificate.

    - ★ **Pro tip:** Create a list of the links you will share with your group during your breakout sessions so you can copy-paste them easily into the chat.

During the training make sure to:

- ➔ **Send a reminder** to your group members before each session, making sure they have the link for the global plenary as well as the link for your group's meeting for the second half of sessions 1, 2 and 3.
- ➔ **Read the materials:** Go through the exercises and facilitation guide before each session.
- ➔ **Facilitate your group meeting:** Welcome everyone, introduce the exercise, manage time, open and close breakout rooms and facilitate exercise debriefs.
- ➔ **Keep everyone on track:** Check in with your group members to make sure they are actively participating in both global plenaries and your group sessions.

SESSION BY SESSION

Meeting with your group in Sessions 1-3

In sessions 1, 2 and 3 after starting in the global plenary using the same link each session you will **leave the plenary** and **launch your group's meeting** to facilitate exercises so your group can practice the skills and methods taught.

Your group session typically has a clear flow:

1. **Welcome and introductions:** Start each session welcoming your group and with **a short check-in**. Adapt your introduction according to where you are in the program. For example, in Session 1 you might like to invite people to introduce themselves and share why they signed up for this training and what they'd like to get out of it. You can invite a couple of people to reflect on what

happened in the plenary - keep it short! One or two sentences. Encourage people to share in the chat to save time.

2. **Explain the exercise** clearly and make sure everyone understands the task and how much time they have to complete it.
3. **Debrief:** Make sure you leave enough time at the end for a **collective debrief** and reminders of how to prepare for the next session. You can ask a few people to share: *How did it go? What was challenging? What are your key takeaways or reflections? How might you implement this in your organizing?*

SESSION 1: November 10

Core Concepts and The Words You Use

1. **Begin training in O4P global plenary:** What is O4P's approach to organizing, and what will you learn during this program? Why are the words you use in your organizing work important? [75 minutes*]
2. **Meet with your organizing group:** Complete Words Matter exercise on conveying the right messages when you talk about your organizing. [45 minutes]

** Timings may vary by a few minutes*

Time	Activity in your group session
5-10 minutes	→ **Welcome everybody** → **Explain the exercise:** *In a moment, I'm going to send you into breakout groups and you are going to rework the sentences. First identify the wrong message, define the correct message you want to communicate, and then rewrite the sentence WITHOUT using the following words: union, we, us, our, or I. Each time you re-write a sentence, try to include "you and your coworkers/neighbors/group members" and "power".* **Pro tip:** Save time by **getting your breakout groups ready at the start** of your meeting while people are introducing themselves. You (or your co-facilitator) can set them up and assign people automatically into rooms, so that when you

	are ready to send people into their breakouts you just click "Open all breakouts".
25 minutes	**→ Before breaking out, share this version of the exercise** which will prompt users to make their own copy. This will allow them to directly **edit their own version** of the exercise. Tell each group to assign a **notetaker** who can report back to the whole group at the end. Remind them **how much time** they will have in small groups. **→ Send people into breakout groups of 3-6 people.** *During this small group work, you can broadcast messages on Zoom to let people know how much time they have left.* **→ After 25 minutes, close the breakout rooms.** ***If you are a small group or your group has internet challenges, here is how to do the exercise as a full group:*** • share an editable version of the exercise on the main screen, so that everybody can work together and see your collective progress; • read the bad sentences out loud, one by one, after each one asking how each message could be improved; • make sure to ask people for suggestions and that different people are speaking; • welcome group members to share ideas via the chat if they prefer; • write down the re-written sentences (either you or a notetaker that you nominate).
10-15 minutes	**→ Collective debrief and reminders.**
You end Session 1 in your group.	

SESSION 2: November 12

Organic Leader Identification

1. **Begin session in plenary:** What is an Organic Leader and why are they important in organizing campaigns? How do you identify them? [35 minutes]
2. **Meet with your group:** Complete Leader ID exercise based on our in-session role-play. Who do you identify as the Organic Leader, and who would you speak to first and last ? [40 minutes]
3. **Return to plenary:** Collective exercise designed to discuss who is the Organic Leader and why. [45 minutes]

Time	Activity in your group session
5-10 minutes	**→ Welcome everybody** **→ Explain the exercise:** *In small groups you are going to* ***discuss the roleplay*** *you have just seen in the global plenary and identify who is the organic leader.* Each group should discuss and answer the following: ● Who is the organic leader? *It is a good idea to do a first quick round where everyone says who they think is the organic leader before explaining why.* ● Who would you talk to first? ● Who would you talk to last? Share the exercise document in the chat. Remind people that you will end the breakout with a **short debrief** as a whole group before **returning to the global plenary** using the same Track A/B link for the rest of the session.

25 minutes	**→ Send people into small breakout groups of 3-6 people** to do the Leader ID exercise. **→ After 25 minutes, close the breakout groups** and hold a 5 minute debrief with everyone. ***If you are a small group or your group has internet challenges, here is how to do the exercise as a full group:*** • Remind participants about the tenants they saw in the global plenary • Have a **quick round** where everyone can say who they think is the organic leader. After the round: invite people to share why they identified their person as a leader. Call on specific people if people no one is offering to speak • Ask people who they think you should talk to first and last. You can also ask people to share their answers in the chat. To prompt discussion you can ask "Why would you speak to this person first? Why not person x?"
5 minutes	**→ Have a short debrief** as a whole group: invite people to share in the chat who you think is the organic leader, who you would speak to first and last. **→ Tell participants that it's time to return to the global plenary** and share the link to the plenary in the chat and your group's communication platform. (Track A Plenary Link | Track B Plenary Link)
The session ends in the global plenary.	

SESSION 3: November 17

Structured Organizing Conversations

1. **Begin session in plenary:** What is a Structured Organizing Conversation and why is it essential to organizing? How do you hold an effective organizing conversation to identify issues and move somebody into action? [60 minutes]
2. **Meet with your group:** Practice a Structured Organizing Conversation exercise, using either this Worker Scenario or this Tenant Scenario. [60 minutes*]

* You won't be able to complete 3 rounds of this exercise if you want to keep the training

session to two hours. However, your group can choose to extend your session time so everyone has a turn playing each role.

Time	Activity in your group session
5-10 minutes	**→ Welcome everybody** **→ Explain the exercise:** *Today you are going to practice one-on-one Structured Organizing Conversations (SOC) in small groups. You can choose between either the worker scenario or housing scenario.* Share the links to the exercise in the chat. The exercise document includes an explanation of the exercise, including its scenario and roles, the Structured Organizing Conversation script and petition, and the observer worksheet. **There are three roles in the exercise:** ● **Organizer** - who engages the coworker/neighbor and tries to get them to sign the petition. ● **Coworker/Neighbor** - who plays a coworker or neighbour - choose one of the roles in the scenario. ● **Observer** - who listens carefully but does not speak, times the roleplay, takes good notes on their debrief sheet, and shares observations later in the debrief. **Timings:** ● For each round, you should take **10 minutes** to practice the Structured Organizing Conversation. ● The observer then leads a **5 minute** debrief. ● After **15 minutes** switch roles and do the exercise again. **Tips for doing the exercise:** ● This exercise might feel awkward or be out of people's comfort zones, but you and everyone in your group will need to practice Structured Organizing Conversations if you are to succeed in your organizing. ● The best organizers practice all the time, constantly striving to get better. Don't worry about being perfect (you won't be), or making mistakes (you will). The key is to commit yourself to an ongoing pursuit of learning through shared practice. ● Let people know you will broadcast messages to let them know the timings of the exercise.

40-50 minutes	→ **Send people into small breakout groups of 3.** Keep time and broadcast reminders of how much time people have left. → **Close the breakout groups** making sure you leave enough time for a group debrief.
10-15 minutes	→ **Collective debrief and reminders.**
You end the session in your group.	

SESSION 4: November 19
Building a Plan to Win

The final session takes place entirely in the O4P global plenary: Why is it so critical to your organizing work to always have a "Plan to Win"? What is the role of campaign actions called "Structure Tests" in driving your plan forward? How can you prepare Structure Tests and a Plan to Win for YOUR current or future campaign? [120 minutes]

After the training:

Meet with your group: Complete your final assignment. We will contact you 4 weeks after the course ends and will issue certificates based on your completion of this exercise.

Facilitation tips

As a Facilitator, your role is to make the group work. This means clearly explaining the exercise, giving simple and concrete instructions, and actively guiding the process. You follow up on what participants do, and help reflect back what has happened - either in the

plenary discussion or by connecting to previous sessions. Sign up for one of our Orientation Sessions to dig deeper into how to prepare as facilitator.

- ➔ **You are responsible for creating your own group's meeting link** for these group sessions and sharing this link with your group members (unless you're meeting in person).
- ➔ **Be prepared:** Read all the exercise materials beforehand and decide how the session will be structured—full group or breakout groups. Being well prepared is key to leading your group effectively.
- ➔ **Help your group prepare:** Encourage your group members to read the exercise materials in advance. You can remind them about this at the end of each breakout session or using your group's communication channel.
- ➔ **Prepare to adapt:** When time is limited, parts of the session can be adapted—for example by using the chat for reflections and inviting a few participants to share—while still keeping to the session's objectives and ensuring group participation.

Structuring your group sessions

When you are working with your full organizing group, it will be especially important to actively involve participants—for example by using the chat, incorporating short individual reflection moments, and finding other ways to engage the largest number of people possible. This will require more preparation on your part, as well as more active facilitation to avoid a few voices dominating. For this reason, having a co-facilitator may be useful to you, particularly for groups larger than 10-15.

If you choose to break your organizing group into smaller groups of 4-6, it will be important to first clearly explain the exercise with the larger group, and in most cases to assign one person from each sub-group to act as facilitator and/or person who takes notes and reports back to the full group. You will also need to practice good timekeeping to ensure there is enough time at the end of your session to come back together as a full group to debrief and give reminders.

- ➔ **Welcome everyone at the start**

Ask everyone to introduce themselves in the chat and ask them to share one reflection

from the plenary session. You can also invite a couple of people to share out loud - keep it short! One or two sentences.

➔ **Set the group up for success with clear and concrete instructions**

Make sure participants have a basic understanding of the material. Explain the exercise, how they should approach the task, and how their work will feed back into the group. Check for clarifying questions before starting the main discussion.

➔ **Actively prompt individual reflection**

In larger groups, start by giving participants 1 minute to reflect on a question and note down their thoughts before opening the discussion. This can be repeated during the session if time allows.

➔ **Facilitate the discussion actively**

Guide the conversation rather than just collecting answers. Ask follow-up questions, invite different perspectives, and encourage dialogue. Let some groups report back or use the chat to gather input. Move from concrete reflections to applying the learnings to your group's organizing work.

➔ **Ensure broad participation**

Actively involve multiple participants - for example by inviting different voices or going around the room.

➔ **Manage time and stay flexible**

Plan the timing of each part and help the group stay on track, while remaining flexible to adapt to the discussion if you run out of time for certain segments. If you are putting people into breakout groups, give them a 5 minute warning before it's time to come back together for the collective debrief.

➔ **Bring the group back together to debrief and share**

After time in sub-groups, always return to your full group for a collective debrief. Start with a short reflection on the process or go directly into sharing insights, depending on time. You can use one or several of these suggested questions: *How did it go? What was challenging? What are your key takeaways or reflections? How might you implement this in your organizing?*

➔ **Create clarity and closure**

End with a short recap that captures key insights and how your group should prepare for the next session.

Technical support and tips

- You can download the latest version of Zoom here. Make sure you have **enabled breakout groups** before you start your meeting! Click here if you need help with this.
- **Other free platforms include:** Jitsi | Google Meets | Big Blue Button | Discord
- Hardware requirement: **computer** to launch breakout rooms. No phones, Chromebooks, or tablets!
- Create a recurring meeting link for your group practice sessions so it is the same link each week.
- If members of your group have tech issues, create slightly bigger breakout groups.
- If someone drops out of a breakout group into the plenary or is having trouble joining a breakout group, try reassigning them to a different room.
- Use the broadcast messaging tool to help everyone keep track of time.

Power-Up: Group lead orientation sessions [1.5 hours]

Sign up for your orientation session here

- **Thursday, November 5:** 12pm New York | 5pm Accra | 6pm Paris | 8pm Doha | Click here to find your local meeting time | Zoom link
- **Thursday, November 5:** 3pm Honolulu | 8pm New York | 12pm Sydney (Friday, November 6) | 2pm Auckland (Friday, November 6) | Click here to find your local meeting time | Zoom link
- **Friday, November 6:** 8am New York | 1pm Accra | 2pm Paris | 4pm Doha | Click here to find your local meeting time | Zoom link