

Trainer Scripts: Module 1: Session 4

Short URL: <https://bit.ly/3mYeuPG> - Course Website

	Section	Trainer/ee	Time	Scripts Sample scripts of what the trainers can say	Facilitation Description
0 A	Producer Preparation	All		Current Cohort #: 12F Session Total Time is 2 Hours and 30 Minutes	1. () Open Room 2. () Give each Trainers/ees co-host permissions as they arrive
0 B	Pre-Session Trainers/Trainees	Ann	30 min	For efficiency, one trainer or trainee guides this section. Notes To Cover for this Session: 1. () Add Trainer or Trainee to the end of your name. and a. R = record NR=no record 2. () Confirm which sections will be facilitated by which trainer/ee. Any questions about that? 3. () Do the people giving the Session feedback have any questions about the feedback? Extra Notes to Discuss: (add any extra session topics to discuss) • About new Session 5 - empathy circles and mediation. • () If Time: Short check-in • () Any Questions? •	One Trainer/Trainee guides this: 1. ()Trainers gather 30 min before Session starts to discuss and prepare for the Session 2. () PreSession facilitator keeps an eye on the flow of the full Session. Make sure everyone is doing their part and is not leaving out anything, etc. 3. [text in red bellow are ideas to develop] 4. () Open the room 5 min before start time
	Participants Arriving	trainers/ trainees		Welcome people when they arrive We will be starting shortly. We are going to be recording this call for educational and promotional purposes.	Open the Room and Let in Participants There are a few minutes before we start. Before recording mention we will be recording. Then after the recording starts mention it again so that it is captured in the tape to show everyone was informed that we were recording. () START RECORDING
1	START: Welcome Back & Personal Check-in	Cara,	20 min 30sec each	Welcome back everyone to our ongoing quest to build a Culture of Empathy. We are recording this call for educational and promotional purposes. We would like to do a round of short checkins. Take up to 30 seconds to share 1. Any questions, comments, etc. from the last session? 2. Or, How was the Empathy Buddy call? 3. Or, Any short report from facilitating an Empathy Circle this last week? 4. > Any feedback on the Session Video overview I'll call on people.	• Same person does 1a and 1b • Trainer welcomes participants back. • Recording is optional. • Start with the participants • Include trainees in check ins if there is time, if not enough time skip them and the trainers. End at 20 after the hour. • {perhaps add - setting the Intention} Post ===== 30 seconds to share > Any questions, comments, etc. from the last session? > Or, How was the Empathy Buddy call? > Or, Any short report from facilitating an Empathy Circle this last week?

				I'll pass on to..... (Linda and Larry)	> Any feedback on the Session Video overview =====
2	Session Feedback	Linda, Larry	5 min	** For the trainer doing the FEEDBACK. Add the questions and answers to this FAQ **. http://bit.ly/ECircleFAQ I'll make some comments to address the comments in the Session Feedback forms from last week or that were mentioned in the check ins..... Point 1: I'll pass on to..... (name?)	** For the trainer doing the FEEDBACK. Add the questions and answers to this FAQ **. http://bit.ly/ECircleFAQ - Comments about Session Feedback - If there is no feedback to address, can skip. 1 trainer Comments with comments by others?
3	Breakout Rooms Description	DJ	5 min.	Today we will devote all of the time in the breakout circles to giving you time to practice facilitation.. The context is that these are new people to the process. The How To is optional. This is more about practicing addressing challenges of design. Each facilitator will - Set the challenge level they desire ()None ()Low ()Medium - Only one Trainer or Trainee gives challenges. Decide at the beginning who will give the challenges. - Facilitator Sets any topic they wish: and what is alive for people. - Keep times - 3 min - Facilitator is the first listener. - and deals with challenges We will end our breakout rooms with 30 minutes to debrief in the main room.	- Trainer introduces the exercise - Trainers may structure the breakout a bit differently Post to Chat ===== Each facilitator will; > Set the challenge level they desire. Only one trainers/ee gives challenges. deal with challenges, if desired ()None ()Low ()Medium > The How To is optional, this Session is more about dealing with challenges. > Set the topic of your choice?, and whatever is alive for you. > Keep times - 3 min Empathy Circle Facilitation Training Facilitator Challenges Catalog https://j.mp/3grmoOM
4	Breakout Room	Individual Trainers	~1hr 30 min	Welcome everyone, who would like to be the first facilitator and what challenge level do you want? ()None ()Low ()Medium	- Trainer with 3 participants. - Trainer sets parameters of the facilitation practice.

		In Each Circle	(75 min)	(Only one Trainer or Trainee gives challenges. Decide at the beginning who will give the challenges.) You have 20 min, and then a 5 min debrief. I'll let you know when your time is up.	- Trainers set the overall time limits for each facilitator, and allow time for feedback, and the turns that each Circle participant will get - The trainers ask how much of a disruption a person wants None - low - medium - high
	Breakout Room First Facilitator.		~20 min	First Facilitator: - I'd like a challenge level of 2 - We will go for 3 minute turns - The topic will be?	- Trainer keeps the overall time per facilitator 15 min circle 5 min debrief
5 a	Full Group Debrief:	?:		Edwin introduces () Extra Mirrored Motion Exercise - optional We are testing this practice. Edwin to introduce. And model - Who goes first? I'll pass on to..... (name?)	() New Mirrored Motion Exercise See description: http://bit.ly/MirroredMotion When each person's turn to report on learnings First checkin on how you are feeling, translate that into a motion and/or sound. Do the motion and the group will mirror it back to you to your satisfaction. Then continue sharing your debrief.
5	Full Group Debrief:	Kathy	25 min	Welcome back everyone, Now each of us can take about 1 minute each to share your experience and insights. What were your learnings and insights from the experience? I'll call on people so that we move more quickly. I'll pass on to..... (name?) participants, trainees, trainer	- Zoom recorder, shift to speaker view so each speaker is recorded separately. [Note: Maybe here we could have some time for demonstrating on how to respond to a common challenge that emerged in the circles.] (simplify the questions - What were your learnings from the experience?) Post ===== Share for 1 min: What were your learnings and insights from the experience? =====
8	Closing:	Wendy	5 min	1. Are there any Trainer Final Comments? - Edwin - about next restorative empathy circle session 2. Let's review what we did in this Session. To Summaries... - Everyone who wanted to, practiced facilitating a short Empathy Circle with an opportunity to practice dealing with challenges for those who felt ready. We provided extra time by skipping the How To Introduction. - We debriefed the experience at the end of the Empathy Circle 3. What is coming up next week In Session 5? Next week is a new session that we are adding to the training that introduces the empathy circle as a conflict mediation process.	One person leads the closing. 1. Ask if any trainers have final comments. Post to Chat ===== Click on this link now and fill out session feedback survey https://bit.ly/Feedback-Cohort12F *Please post one feeling that you have now as a result of being here today. =====

				4. Assignments: We will send out an email on 1) Reminder to Fill out the Session feedback survey. The link is in the chat. 2) Hold Empathy Buddy call - reachout to each other. 3) Try to facilitate an Empathy Circle with Family, friends, etc 4) There will be more information about empathy circles for mediation to read. 5.* *Please post one feeling in the chat that you have now as a result of being here today. 6. Let’s have the Jazz Hands goodbye. See you next week!!!	
0	Post Session:	Kathy,	30min	Training Team Debrief () 1. Take a 3 min. Bio Break () 2. Facilitator Calls on Each Person 1. How was your experience? a. I Like...? b. I Wish...? c. What if..? () 3. Add Any Topics to Discuss in Greater Depth 1. () 4. Anything to do to Prep for the next Session? () 5. Clear this Session ?: names for the next cohort 1. () Clear and Sort the Notes 2. THANK YOU TEAM!!	One Trainer/ee guides this
				Everyone Take Notes Here About this Debrief Session They should then be sorted and cleared. Name: Edwin 1. A lot of learning moments - document and harvest. 2. Community building - empathy support circle. 3. Q and A - bring it up in the circle 4. Ralph was himself.. Feels good. 5. We don’t have a lot of time in 30 min to address learning. 6. Leave trainer feedback 7. Matching people in buddy calls? 8. Q and A - bring it up in the circle.	1. Take notes here about the debrief session 2. They should then be sorted and cleared.

				Name: 1. . Name: 2. .	
	Post Session Organizing				1. () Convert the Zoom Video 2. () Post Video to Youtube, Facebook, Website, etc 3. () Send Email to all participants with Assignments 4. () Will send out an empathy buddy list

EXTRA NOTES

12F

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Different options. And innovation.

- Ina
- Paula

12E

- One persons didn't like the check in - felt is was accountability
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Cohort 13.C

- 2. Edwin - Trainer-Trainees working together

- a. Need to have clear roles policies - for trainers and trainees.
- b. Clarity and agreements. Write up.
- c. Who is running the show.
 - i. Trainee does keeps overall time
 - 1. Assigns challenges.
 - ii. Trainer does ?
 - 1.
 - iii. Who is responsible for what sections.
- d. Important for facilitators to have a good experience.
- e. At 15 to have a trainer/ee meeting
- f. Have the discussion in the breakout group.
- g. Would need to start 10 to 15 min earlier
- h. The trainers-trainees might change.
- i. How to implement this. Design group

Cohort 9B

- 1. I Like...? learning. How it was held - community team connection.
- 2. I Wish...?
- 3. What if..?
- 4. When 2 people, set the times limits for 2 people.
- 5. About commenting on people's comments.
- 6. The larger groups.

Kian:
Humanity, what does it mean to us and what responsibilities come with it?
What is the roll of the empathy circle and humanity?
Having hope. For better feelings..
Feeling of connection.. Is why Selene is moved.

Adelina.
Letting people go, and **whatever is alive for you.?**
The reflection of the problem was relaxing.
Would it be ok? This could have turned into a conversation.
Let follow the process.

Don’t have to stay together.

Cohort 12A

- Edwin
- 7. .I Like...?
 - a. the step by step process and the learnings , feelings of growth.
 - b. The structure, the learnings.
 - c. I had a blurred background
 - d. Kelly has joined the cult.
 - e. Culture of empathy

- f. fast check in - no trainers - not included.
 - g. had more time for feedback
- 8. I Wish...?
 - a. Less Technical issues. Dropout
 - b. People not leaving.
- 9. What if..? A harvesting and a structuring of insights
 - a. **.Lou, can send feedback topics and notes?.**
- 10.() ?
- 11.() Edwin - will send out CoE prep in email

=====

2001-03-25 1Notes from this Meeting. Cohort 11A S4 -

- 1. What to do with challenging participants? That is participants that are slow to understand. They bring the energy of the group low, has stress.
 - o Just need to go with it.. Not every session will be easy, or calm, or a peak experience.
 - o Maybe there is a concern is if everyone is not having a great time they may not come back.
Or a concern about participants' wellbeing. They will feel stressed.
- 2. Long check in, have it be shorter by
 - o Starting right on time.
 - o Had an audible timer.
 - o Having only one question, instead of three.
 - o (as each person speaks longer, the next person speaks longer.)
 - o
- 3. The challenges:
 - o Suggested that we review then in the larger groups or in the breakout groups.?
 - o I prefer they review the challenges beforehand on their own,
send a link in the email and a few reminders. This saves time in the Session.
- 4. The Culture of Empathy topic and question
 - o All trainers felt the topic would be better in Session 5
 - o At this stage participants have had a lot of challenges and
- 5. The trainers/ee are structuring the breakout rooms differently.
Perhaps give a guideline of the steps that will happen, but mention the trainer may do it a bit differently.
- 6. Some trainers are more time poor and want the training to be shorter.
I think the world has an empathy deficit and needs to spend more time on building empathy.
- 7. Trainers not coming consistently. In cohort 11A, the trainers kept changing when they are attending or not.
 - o It affects the group community feel.
 - o Makes scheduling difficult,
 - o One of the causes is that we didn't make it clear about the time zone time chean
 - o Going forward make a clear commitment by trainers to attend all Session

Purpose of Session 5

- 1. Feedback on the training,
 - a. Integration -
 - b. Harvest Feedback
 - c. Testimonials
 - d. Sense of next steps - practical application - how to hold empathy circles in you
- 2. Learning for the learners
- 3. Naming the values - CoE Vision
- 4. How do you invite people into an Empathy Circle?

5. Have some distance 4 weeks before doing S5

Notes from this Meeting. 9.A

8. How to Promote the Series

9. People dropping out

10. The sections:

- Feedback: 5 min
- Values:
- Breakouts:
 - Challenge of drop out
- Closing: end with Jazz hands.

11. Do you all want to do empathy buddy calls?

12. How to Promote the Series?

- Asked people.
- Invite Friends

13. Appreciating the shared responsibility.