



# Living Values Education

*Rainbow Library Series*

Living Values Education  
Distance Online Course

## Facilitator Training Part One

Become an effective contributor to a changing  
world joining the many thousands of volunteers  
around the world as a  
**LIVING VALUES EDUCATOR**

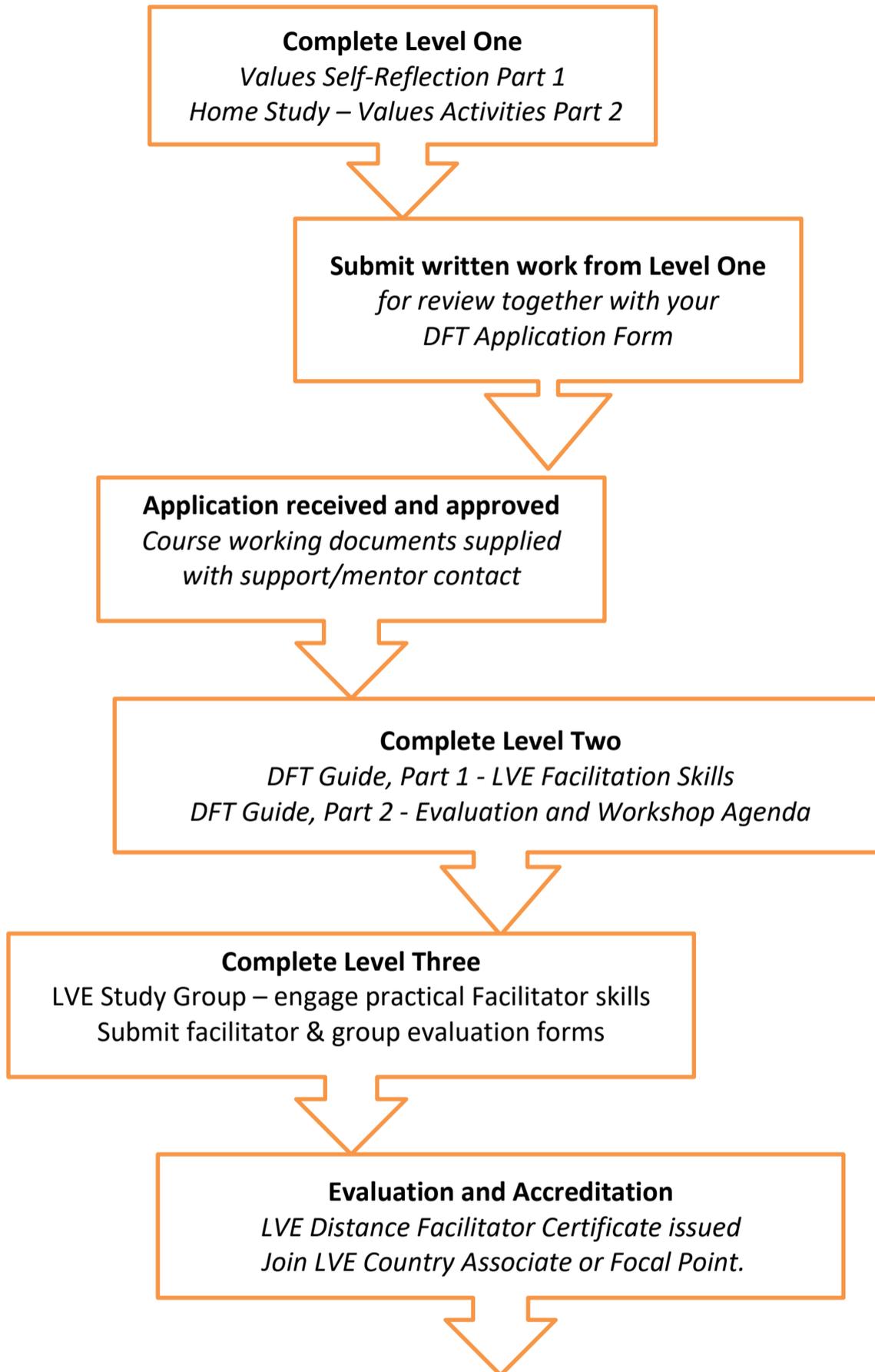
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## Overview Living Values Education Distance Facilitator Training (DFT)



*One of the greatest gifts we can give to others  
is to assist them in the awakening to their  
own potential.*



Living Values™  
Education

## Welcome to Living Values Education Distance Facilitator Training

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Next Step: Engaging "DFT Part 2:  
Evaluation Questions and Agenda Building"

*When a consensus of agreement confirms that the  
world has lost its Values, it is time to look at what  
I value in my life.*

## Introducing Living Values Education Distance Facilitator Training

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Change must begin with me and how I extend my values will shape my life, how I embrace my friends, my intimate relationships, my children and my community. If I am not in integrity in my life, I cannot expect to be supported by the world around me.

*Peace, Respect, Love, Responsibility, Honesty,  
Humility, Happiness, Cooperation, Tolerance,  
Simplicity, Freedom, Unity*

Sharing this wisdom with my community, my friends and my family may become my passion. And I may choose to become an effective contributor to a changing world joining the many hundreds of volunteers around the world as a Living Values Education (LVE) Facilitator.

One of the greatest gifts I can give to others is to assist them in the awakening to their values, their potential.

Living Values Education Approach is designed to help to re-establish Values in everyday life, and the program consists of a family of hundreds in more than 40 countries around the globe practicing living their values.

You know you have touched gold when so many come together to be part of an international movement to create change, support children, empower street kids, support war and natural disaster victims – helping them release their pain and fear, in service to humanity.

As defined by some of the world's educators under the UNESCO banner, Living Values engages these core values - innate to all humanity,

*If you are about to join them,  
It will change you and all those around you.*

Being an LVE facilitator is completely different from being a teacher; the approach is not about sharing first-learned knowledge, nor is it dependent on extending textbook information. An LVE facilitator provides an environment where we encourage others to discover the truth – that the values that support a peaceful and harmonious life are already inside us, and we can discover and ignite them through fun, creative, play-oriented activities that empower both children and adults alike. We call this creating a Values based Atmosphere.

You can achieve LVE Facilitator status and begin making a difference through the LVE Distance Facilitator Training (DFT). This is a light-hearted program that contains no teaching, no doctrine, and certainly no gurus.

Instead, this program aims to help you uncover the Values that are already a potential within you. The values lie at the very core of your being, and their truth is shared by all humanity.

**The LVE DFT is in part a personal development course whereby you become emboldened to be a personal coach, a living example and a facilitator who can assist others to discover their best self.**

### Stepping Stones to Certification as a Living Values Facilitator

The DFT is designed to allow everyone in all countries to remotely participate in the training with information and experience similar to that offered by Living Values Associates and Trainers. This programme is a self-development process that empowers you to fulfill a desire to be of service and to help others in their lives.

The DFT programme provides an alternate way to meet the standard LVE requirement of more than 70 hours of practical workshops required to become a facilitator.

Qualifying for the DFT course begins with completing Part One & Two of the Self Reflection Course.

- Completion of the online 12-week Living in My Values self-reflection process.
- Completion of the Living Values Home Study activities, facilitator skills and delivery information.
- Respond to your Moderator Evaluations.

The DFT Course will enable you to confidently guide participants through a Living Values Study group and then conduct short group presentations and later, full day LVE workshops.

Whether personally attending Living Values Education training group workshops or, though this LVE Distance Course be prepared for possible life-changing experience. LVE is based on interaction with the activities which open us playfully to the values. We see where we are stuck in our lives, our beliefs and how this all determines our actions and the responses to those actions. When we move to live through the essence of the values, we change, as do relationships to ourselves, others and our lives. We are encouraged to embrace and live these values.

## Where do we start?

The Self Reflection Course; before we can start to work with Living Values, we have to first look at ourselves and find out about our relationship to the values.

Living Values is about living in our values; as such we must start asking questions and answering them with honesty.

It is not about how good we are, or where we are with the values at this moment. It is about bringing ourselves to the realisation that every action we take, every word we speak, every thought we have is all based on our values.

This is our starting point. If you have already been through Level One, please commence reading this booklet from Level 2 – Page 7.

## Other Relevant Information

The DFT is offered worldwide. The material is designed to provide easy access to those with English either as a first or second language.

At the start of the Course, you will be asked a few key questions to get you thinking and feeling about who you are and how you are as a person, reflecting on what you believe in, your attitudes to others and different circumstances, and the decisions you make and why.

Note: For this reason, before approving your DFT application, it is a requirement that you to take a few weeks to explore the values. This can be done each week by engaging with the “Value of the Week” questions in the LV Self Reflection, and complete 2 questions from the LV Home Study Values activities.

Here you personally engage one of 12 values each week as you take a new value and relate your life to that value. What is the truth about my relationship with the value? Soon, you will see a pattern emerging, allowing you to appraise how your values affect your own life.

We might not always like what we discover, yet it might be the key to discovering the change we need to make and the change we want to see in the world to benefit ourselves, others and our environment.

## Frequently Asked Questions

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### ***How much does it cost?***

The DFT Course is free. To receive Step 1 materials simply send us an email to: [office@livingvalues.net](mailto:office@livingvalues.net) or download from the website – [www.livingvalues.net/distance](http://www.livingvalues.net/distance)

### ***Do I have to do every one of the 12 Values?***

Yes. If you want to go on to complete the program and receive the DFT facilitator certification. However, you are under no obligation to continue the DFT course and you may stop at any point.

### ***When can I start?***

The best time to start on the DFT is when you can allocate the time you need to maintain your momentum throughout the program.

One value leads to the next, each contributing and unfolding your beliefs, attitudes, and behaviour. Before we can change anything, we have to find out who we are.

### ***What if I miss a week?***

The simple answer is for a successful, meaningful completion of the DFT course, we encourage you to set a schedule and live by it.

We suggest starting the new value of the Week each Sunday morning and by the following Saturday, review your post and add to it whatever you have experienced during the week.

### ***How can I keep the Values in mind?***

Use the Values cards, or Reflection Points for Young Adults, print off several copies cut, stick your 'Value of the Week' wherever you will see it – all over the house, in the car, in your wallet, to refer to daily. Go to <https://www.livingvalues.net/posters>

## Distance Facilitator Training: Program Overview

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### **Level One – Self Reflection**

This is all about commitment and responsibility. Level 1 will indicate if you want to continue with the full three levels of the certified LVE DFT course.

For Level One all the following materials are provided on request, or download from:

[www.livingvalues.net/distance](http://www.livingvalues.net/distance) These files are designed for you to use in Word on your computer, typing directly into the Word docx file.

- Self-Reflection booklet - may take up to 30 minutes for each value, each week.
- LVE Home Study - Values Activities - may take up to 1 hour for each value, each week.
- Personal Journal for recording values activities.
- Values cards, Values Reflections Points - reminders
- Audio messages- contemplation

DFT Course Application is not required for Level 1, unless you are already committed to participating in the full Facilitator Training Course.

#### ***Part 1.***

Answer the questions in the 'Value of the Week'.

**Action:** write your response in the Self-Reflection Word file.

This will take 15-30 minutes at the beginning of each week. At the end of the week, spend a few minutes on further self-reflection and notice if there has been any change.

#### ***Part 2.***

Address two of the same values activities in the Home Study - Values Activities. Ideally, include ones that present some form of challenge to you personally. Please also include answers to the Evaluation questions following each value activity.

## Level Two

**Apply** for the DFT program with the following documents:

- A completed Application Form; The **DFT Application Form** is available at [www.livingvalues.net/distance-facilitator](http://www.livingvalues.net/distance-facilitator)
- Your completed Living Values 12 week **Self-Reflection** booklet; and
- Personal Journal pages entries of your 12 week, two weekly values activities from the **Home Study**.

**Send** these to [office@livingvalues.net](mailto:office@livingvalues.net)

**On acceptance** into the programme, a support person/mentor will be assigned to work with you, helping to guide you if you encounter difficulties and to manage your evaluation process to certification.

You will receive or download the two DFT Guide booklets:

- Part One Facilitator Training – Familiarisation with Living Values Facilitator & Group management skills, Values delivery methods
- Part Two Evaluation Questions and LVE three day workshop – Familiarisation to allow you to represent the LVE organisation, understand the structure, website, resources and be confident to take on the responsibilities for your role.
- You will read and accept the "LVE Ambassador Creed" - page 28

### *How long will this take?*

**Part One** - Learning about LVE and LVE Facilitator Delivery - read the Facilitator Training booklet - Time: Approx. 2 hours.

#### **Part Two - Evaluation Questions and Agenda Building**

**Section 1** – Answer Questions relative to the information in this booklet - Time: Approx. 1 hour

**Section 2** - Answer Questions from the website: <http://livingvalues.net> - This treasure hunt is designed to familiarize you with the website and to help you discover where to find things. Please answer **these questions comprehensively**. Your answers should reflect that you have absorbed the material adequately. Time: Approx. 1.5 hours

**Section 3** – The Agenda – Creating a sample 3 day workshop schedule:

We ask you to create your presentation to a possible group based on the LVE standard 3 day workshop model, using your own experience of the values you have already discovered in yourself, and your ability to facilitate others to find for themselves.

Use material from the Home Study - Values Activity, and the Rainbow Values Activity booklets: [www.livingvalues.net/distance](http://www.livingvalues.net/distance)

At the end of Part 2 - Evaluation, you will find a **sample** 20 hour/3 day workshop activity Agenda schedule. Research time : 1-2 hours. Compiling the Agenda - 2-3 hours.

This aspect is designed to familiarise you with the values activities and how they relate to one another, creating a workshop with flow and an anticipated or exceeding outcome for the participants.

Once the Evaluation questions and agenda are completed email all your Level Two work to your support/mentor for evaluation.

*\*Remember that your support person/mentor is always available to assist you.*

## Level Three

### LVE Study Group – 12 weeks Practical Facilitation Training Activity

30 Mins – Weekly Preparation

2 hours per week Study Group Facilitation

Materials you will be provided on acceptance into the programme:

- **Study Group - Guidelines for an Effective Group** this explains everything you need to bring together a group and to create a Values-based Atmosphere.
- Promotional flyers – Provided in Word doc for ease of insertions and text changes for your use.
- To print out: *LV Self-Reflection booklet* in Word doc, and *Personal Journal* to record value activities, for each of your group attendees and charge a small fee to cover your cost.

### **The Study Group experience is vital. See full details page 25**

You will appreciate that it is not possible to impart wisdom or help others unless you have already experienced the benefits for yourself. Your original engagement with the Self Reflection and Home Study activities will have provided you with the experience to assist members of your group. Even so, we encourage you to join with them, be a participant too, you are not a teacher, you are a facilitator.

### **Note to Educators/teachers: Level Three - Study Group experience – is waived.**

If you have previously worked in the teaching role in group environment your Study group participation is waived. We would assume you will have confidence and ability to manage a meeting/workshop. Having said that we re-iterate that facilitation is not teaching and the following aspects on how Living Values is extended must be adhered to in your future facilitation activities.

## **How much does the DFT cost?**

### *It's free*

To allow us to offer accreditation we must maintain quality and level of integrity of our LVE facilitators. Both support for and evaluation of the participants is a requirement.

For this we have volunteers who themselves have experienced the DFT Course and are accredited LVE Trainers. While they offer their time free, donations are very much appreciated.

**How to make this donation?** Ask for their *PayPal* details.

As a guide for this support service and the evaluation done on your behalf, about US\$50 -\$100 would be realistic. Like any donation it's up to you what you consider is appropriate.

**Note:** We do not charge for the Distance Facilitator Training because we are seeking to expand values awareness globally. Living Values is the voluntary collective service of all the people around the world who recognize the beauty and life-changing opportunity of Living in our Values.

## **Summary: Your total DFT interaction required:**

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1. **Each week** for 12 weeks engaging the online LV Self Reflection questions.
2. **Each week** for 12 weeks engaging two Home Study Values activities and answering the evaluation questions at the end of each Value.
3. **Application for DFT.** Sending in your Self Reflection notes and Journal answers to the questions.
4. **The DFT Guide Part 1 – Delivery:** Provides all the information you need to facilitate a group and represent Living Values Education.
5. **DFT Guide Part 2. - Evaluation questions:** Demonstrate that you know where to find aspects of delivery skills and techniques and creating agendas for LVE workshops and gatherings, encourage exploring, navigating the LVE website, understanding the history and resources available to facilitators. Send in to your support person when completed.

- **Level Three - Facilitating a 12 week Study Group.** The "LVE Study Group Guideline" assists you in creating a weekly LVE Study Group of 6-10 friends, family, colleagues, community people using your new found understanding and confidence you engage in a sharing of the Self Reflection and Home Study activities.
- **Provide evaluations** from a) you about your group experience and b) your individual group participant's evaluation of you as the facilitator for their process.
- **Support** throughout the 12 weeks you are accompanied by a qualified support/mentor who will assist you to obtain Distance Facilitator Training certification.
- **Accreditation:** LVE Distance issues you with the Distance Facilitator certificate. With this accreditation, you are eligible to undertake your workshops following LVE Guidelines for Facilitators using all the material available to all LVE facilitators.

*In the future, preferable within 12 months:*

If you wish to undertake additional training for higher-level facilitation – LVE Train the Trainer, this may be available to you through your country Associate or Focal Point if there is none in your country you may consider joining one of the annual international regional training sessions.

*For Your Information:* ALIVE membership has two categories:

- The Associate is a registered not-for-profit charity/foundation, responsible for LVE overview in their region/country, with full voting rights with ALIVE.
- Focal Point members are individuals without voting rights, who have expressed desire to represent LVE in their country and have been trained in LVE activities to be competent and confident to provide LVE workshops.
- Once accredited you will be working as part of the LVE team in your country, reporting to your local Associate or Focal Point, whose details can be provided by ALIVE.
- If you are undertaking the DFT and in a country where no LVE representation exists, on receiving your certification you may apply for one of the roles above.

Details for representation in either category are available on [www.livingvalues.net](http://www.livingvalues.net) or, contact: [membership@livingvalues.net](mailto:membership@livingvalues.net)

*Please Note: If you are unable to complete this Training at any time, for whatever reason, we ask only that you inform us. Any materials that you have received are yours to keep. You may wish to consider some donation for the services of your support person/mentor.*

## Resources and Activities offered to a Living Values Facilitator

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*While this information is vital for understanding skills associated with facilitation, this knowledge alone will not make you eligible unless the values themselves are part of your life.*

Introduction: The following material to assist you is assembled from:

- Living Values Education Website
- Living Values Education Training Guidebook for Educators
- Living Values Education facilitator's recommendations

As you read through the material remember that while everyone eventually creates their style using techniques that they feel comfortable with - all LVE trainers and educators abide by the basic guidelines established by Living Values after years of discovering what truly awakens the individual to their true desires and potential.

Of all guidelines, the importance of each facilitator staying in the quality of the 12 core values throughout the workshop and indeed, their daily lives. It is through being a living representation that we demonstrate and express the quality of each value, creating what is known as a "Values-Based Atmosphere" and in that space, everything is possible and unfolds perfectly. We refer you to the "Living Values Ambassador Code." *See page 28.*

### **This is your gift to those who are drawn to you.**

LIVING VALUES professional development workshops are highly recommended for educators who wish to help people to explore and develop values.

Join us to.....

- Reflect on the purpose of education;
- Reflect on the role values play in your life and the world;
- Understand the LVE Approach and process of developing awareness of values;
- Embrace the loving power that creates a Values-Based Atmosphere;
- Explore how to optimally facilitate the process of young people exploring and developing values.

LVE has a cadre of trainers on every continent. They are a unique group of people -all volunteers, or professional educators who are dedicated to helping young people grow toward their potential in safe, caring, quality learning environments, committed to "*living the Values.*"

LVE trainers volunteer their time to promote the understanding of values education and to help others explore the underpinnings of, and the skills to develop, a Values-based atmosphere.

Part of LVE educator excellence is viewed as modelling the values, respecting student opinions, and empowering children and young adults to enjoy learning and implementing values. There are a variety of LVE professional, individual, community development workshops and seminars occurring around the world. LVE ongoing training is recommended to implement the programme most effectively - and help children and youth, and ourselves, move toward "*living in our Values.*"

### ***About Receiving Money:***

While LVE trainers lead seminars and workshops often in a voluntary capacity, in most countries, hosting organisations requesting the workshops pay the costs of trainers' travel expenses and any onsite expenses.

Participants can be charged a fee to pay the trainer for the training provided. In some countries, when training is given on voluntary basis individuals and organisations donate funds to the national LVE entity, be it an ALIVE Associate or Focal Point for LVE. Certainly, it's not about the money, but rather respect for time and services given.

Business, schools with training budgets, individuals who are able to pay can contribute to you, and in doing so, extend the voluntary activities you give without reward. You can accept these gifts graciously.

### ***Living Values Workshops Meet A Variety Of Needs:***

- LVE Educator Workshops
- LVE Facilitator Training Workshops
- LVE Train-the-Trainer Workshops
- LVE Parent Group Facilitator Workshops
- \*LVE At-Risk Workshops for educators working with: Street Children and Children in Difficult Situations, Youth in need of Drug Rehabilitation, Young Offenders, Refugees, and Children Affected by War.

\*\*\*Please note: LVE's educational resource books for young people "At-Risk" are only shared by educators/facilitators that have taken the full LVE "At-Risk" training.

### ***The Widest Reach:***

We trust that you can see that the LVE method reaches far beyond children and traditional education. It is used for business to improve management/worker relations, in prisons with inmates, community groups. In any group of people it will build coherence, increase productivity, and encourage honesty, cooperation and responsibility.

LVE activities are applicable for any organisation, the activity construct of the values meeting the inner child can awaken in us some things we have passed by in our hurry to be successful and achieve.

***There is not one person on the planet who would not benefit from a course in Living Values.***

### ***LVE Workshops***

These workshops are designed for educators in formal settings, and are conducted most frequently by teachers, professors, counsellors and psychologists in pre-schools, primary schools, secondary schools and universities; and educators in non-formal settings: day care-center providers, youth workers, girl and boy guide/scout leaders, etc. They are also offered to community and social groups, business owners and employees, individuals wanting to learn about Values and gain LVE delivery skills.

All LVE Workshops and Seminars are experiential. Participants are asked to reflect on their values, offer their ideas on elements within a Values-based atmosphere, and imagine an optimal classroom environment to reflect on emotions, attitudes, and behaviours behind quality teaching methods.

LVE Workshops and Seminars range from two to four days. Four-day workshops are recommended for adults not familiar with conflict resolution and/or child-centred, participatory teaching methods.

***We examine what methods would allow us to create a Values-based atmosphere in which all people can feel respected, valued, understood, loved and safe – key elements that support humanity and thriving community***

The workshops explore skills for creating a values-based environment. In a classrooms this includes acknowledgment, encouragement, and positively building behaviours; active listening; conflict resolution; collaborative rulemaking; and values-based discipline. These sessions are intermingled with small group sessions in which participants take part in Living Values Activities for children and youth. These skills are relevant to aspects of everyday life and people of all ages, which is why the LVE material is so affective for families, community and people of all ages.

When LVE training workshops are being conducted, after three workshops, LVE facilitator trainers often take a back seat allowing participants to engage the group, co-facilitating with activities to gain delivery confidence, as this is a vital part of the success of workshops and why the study groups are so important within the context of the DFT. The following YouTube segments are recommended.

Diane Tillman Active Listening Intro <http://www.youtube.com/watch?v=-3gZI2viGkE> and Diane Tillman Active Listening Steps <http://www.youtube.com/watch?v=-dso9FAAtMfU>

## Definition of a Facilitator

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The definition of facilitating is “to make easy” or “ease a process”. I liken it to being the conductor of the orchestra, feeling when to direct.

A facilitator plans, guides and manages a group event to ensure that the group's objectives are met effectively, with clear thinking, good participation, and full engagement by everyone involved.

To facilitate effectively, you must be objective. This doesn't mean you have to operate from outside the organization or team, though. It simply means that, for this group process, you will take a neutral stance. You step back from the detailed content and your personal views, and focus purely on the group process. The ‘group process’ is the approach used to manage discussions, get the best from all members, and bring the event through to a successful conclusion. How you design this depends on many factors, and we'll explore this in a little more detail below.

*The secret of great facilitation is a group process that flows, and with it will flow the group's ideas, solutions, and decisions.*

Your key responsibility as a facilitator is to create this group process and build an environment in which it can flourish, and so help the group reach a successful decision, solution or conclusion that satisfies each individual.

## The Qualities of an LVE Facilitator

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Assuming the role of a Living Values Facilitator this is what you can expect: As you embody the values - for self-first - owning them as your friends, you can then invite others to open to the values with sincerity and honesty. You facilitate others to discover the values and the benefits for themselves.

It is not about bringing personality to the workshop, but rather being the observer without any judgment, to be aware of not teaching but inviting people, allowing them to learn for themselves. When you find compassion for another everything changes – there is no need to intellectualise, just being present throughout, watching and feeling the mood and shifts in the group dynamic. Be careful not to 'lead' the workshop which can stifle the atmosphere, or de-sensitise feelings, new and often emerging for the first time. The most alchemical approach is to be humble, with a genuine desire to share.

There is no requirement to convince anyone, and nothing to protect. We experience a Living Values workshop through seeing participation and engagement, willingness to share openly, witnessing others discovering a new experience of them-selves with a fresh commitment to living all of life differently. It is an honour to be a facilitator.

*In summary, let's agree that holding a usual meeting and facilitating an LVE meeting is quite different.*

## Creating a Values-based Atmosphere

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### *Feeling Loved, Valued, Respected, Understood and Safe*

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As values must be “caught” as well as “taught,” the adults involved are integral to the success of the program, for all people learn best by example and are most receptive when what is shared is experienced. The establishment of a values-based atmosphere is essential for optimal exploration and development. Such an environment naturally enhances learning, as relationships based on trust, caring, and respect have a positive effect on motivation, creativity, and affective and cognitive development.

Why were these five feelings – **loved, valued, respected, understood and safe** – chosen for the LVE Theoretical Model? Love is rarely spoken about in educational seminars. Yet, isn't it love and

respect that we all want as human beings? Who doesn't want to be valued, understood, respected and safe? When anyone of these elements is missing in ourselves we use a façade or ego based response and in so doing we lose connection to our participants who feel the missing element even if they cannot identify it physically. As children we all have these needs as fundamental to our growth, sadly they were seldom a perquisite of our parental upbringing, yet still as adults we crave, need and deserve these qualities. In Living Values we ensure that these elements are present in us. This is the fundamental difference in LVE, compared to other workshops and educational practice.

### **Real Learning Comes Alive in a Values-Based Atmosphere**

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Modelling of values by adults is an essential element in values awareness building. Participants are interested in facilitators who have a passion to do something positive in the world and who embody the values they espouse, and are likely to reject values education if they feel facilitators are not walking their talk. LVE workshops and meetings require from facilitators a willingness to be a role model, and a belief in dignity and respect for all. This does not mean we need to be perfect to share LVE; however, it does require a personal commitment to "living" the values we would like to see in others, and a willingness to be caring, respectful and non-violent.

### **Skills for Creating a Values-based Atmosphere**

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It is important to build the ability of participants to analyse their own behaviour and develop positive self-assessment and intrinsic motivation. In this approach, there is a focus on human relationships as well as sensitivity to the level of receptivity and needs of the participants.

Skills for creating a values-based atmosphere include: active listening; collaborative rule making; quiet signals that create silence, focus, feelings of peace or respect; conflict resolution; and values-based discipline.

### **LVE Workshops**

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The creation of a values-based atmosphere facilitates the success of workshops and meetings with all people, making it more enjoyable, beneficial, and effective for both participants and facilitators.

## **Planning the Living Values Meeting**

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The first question to ask ourselves, "*What is the purpose of the meeting?*" What preparation do you need to do? How do you manage the event, and how exactly do you pull the whole thing together?

In many types of group situations, and particularly in complex discussions or those where people have different views and interests, good facilitation can make the difference between success and failure. As a facilitator, you may need to call on a wide range of skills and tools, from problem-solving and decision making to team management and communications.

To facilitate an event well, you must first understand the group's desired outcome, background, ages, culture and context of the meeting or event.

The bulk of your responsibility is then to:

Design and plan the process, and select the best tools (activities) that you have already personally experienced that have the potential to lead each individual's progress towards that outcome.

It's always amazing how much an art exercise brings quiet, creativity and joy to a meeting, it's often surprising what people create and what they discover in their process. Putting peoples art up around the room creates a great atmosphere.

Your planning must take into account the need and purpose of the group in developing an effective agenda for the occasion. Ensure that there is consideration of:

- Effective participation.
- Mutual understanding.
- That all contributions are considered and included in the ideas, solutions or decisions that emerge.
- Participants take shared responsibility for the outcome.
- That everyone is included.

There is a wealth of information on this subject on the internet from experienced facilitators engaged with many different groups of people.

### **Focus on Outcomes**

Whether you're planning a straight-forward meeting – i.e. the standard one or multiple day LVE workshop or a specific LVE series of activities aimed at supporting a specific group – i.e. a business or community group, parents, youth - it's important to always keep in mind the desired outcome and how you are plan to help each one in the group reach it.

### **Involve your client whether a school principal or businessman!**

If you've been asked to facilitate a Values-based event for another organisation, corporate enterprise or, school make sure you consult them carefully and ensure their understanding of to the true purpose of LVE and the growth/change potential of the participants.

Invite and encourage the principal person to be present throughout as one of the participants. That is important as they will have a greater appreciation for the depth of what you are presenting and will be sharing with their employees or staff. Inclusion is being respectful.

### **Choose and design the group process**

Two key aspects of the design and planning are choosing the right group process, and designing a realistic agenda. Please use the workshop guidelines laid out in the LVE Educator Training Guide as a basis for creating your own particular 'brand' or style of workshop. There are key elements that are intrinsic to each LVE workshop used internationally.

These are proven stepping stones to awakening the Values in each of us, we recommend that to achieve the desired opening and awareness of the structure of the values that you follow what others have found successful.

Below are some of the just some of the factors and options to consider:

### **Decide whether you want an open discussion or a structured process?**

For LVE a blend is essential. An open discussion, well facilitated, maybe the simplest option for your group process. But ask yourself whether you will be able to achieve the participation you need, and manage the discussion with the number of participants involved with this format. Decide how to:

- Cover the variety of topics needed in the time available?
- Stimulate and generate enough ideas and solutions?
- Involve everyone, and get their involvement?
- Help each person find their values in the process?

### **What structured process should you choose?**

When it comes to sharing always consider the opportunity to offer smaller 'break-out' groups of two or three ideally this is where everyone can and feels comfortable to share and participate, and a lot of time is saved compared to going around the entire group. Invite each 'mini-group' to elect a spokesperson to report back with the discoveries of the group for the full group's consideration. Write up on the board each group's perspective on the issue discussed. Invite the group's participation to create a group summary of the issue.

There are an ideal number of LVE participants for all events except public meetings. Remembering our primary goal is for a rewarding personal experience; between 8 – 16 people is optimum.

An even number is best for pairing up for close discussions. If you have an odd number, you can always join the group and be a listener. Always ensure that pairs are not with the same people. Three factors here may be:

- The type of involvement people need to have.
- How well they know the subject and each other, often it's better to encourage unfamiliar/new pairs.
- The time you have available.

Whatever group process you decide on, it's a question of keeping your focus on outcomes. *"What are we trying to achieve?"* Find the best way to achieve the LVE objectives for the overall event. You are not here to resolve issues between people, not to 'fix' anything or anyone, you are here to lead a journey of self-discovery by helping people discover for themselves.

Keep in mind your role as a LVE facilitator is to allow discovery by each participant to find what is already within them, or discover something they never considered. This can be challenging for you if you have years of traditional teaching experience. In Living Values we ask questions, invite the group to provide answer from their feelings, not yours.

This is the essential essence of the delivery of Living Values Facilitation.

## Designing a Realistic Workshop Agenda

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Taking into account the LVE recommended agenda and designing your agenda goes hand in hand with designing the group process. Every component must take into account the original nature and purpose of the group, the overall objective. Invariably each group activity whether a one day or three-day LVE workshop for the facilitator becomes a customizing process.

As you move between designing the process and designing the agenda, the event starts to take shape. Experience has revealed that all the values are linked, the essence of one value impacts the next.

You do not have to seek to engage every value in one workshop or group presentation. Determine the values most pertinent to the purpose of the group, and the potential for each participant to discover and address.

Among the factors to consider when planning your agenda are:

- In what order should the values be presented?
- How will participants get to know each other?
- How will they gain a common understanding of the objectives?
- If an event is to be broken into separate sessions, ie: a study group, how much time should be allocated to each value?
- Will all participants be involved in each session?
- Or will there be smaller, break-out groups?
- How and when will break-out groups' feedback to the wider group?
- When will you recap and summarise?
- How will the outcomes of one session flow into the next?
- How will you achieve closure of the overall event?

By the end of the design and planning stage, you should have a solid agenda, which focuses on outcomes, and provides a good flow and structure for the event and of course, the recognition of the impact of Values in each individual's life and endeavours.

### **Other design and planning considerations:**

In addition to process and agenda, we must also consider the practical aspects:

- Information and handout materials –
  - What do participants need to know before or at the event?
  - How do participants contact you if they have questions?
- Room arrangements – What room set-up will best encourage participation? Are separate rooms/spaces available for pairing up for a break out groups? If the workshop is for multiple days can the room be locked to keep your materials safe? Is a key available?

- Supplies – What supplies and props do you need and your participants need? Pens, flip charts, post-it notes – make sure you have everything you need for the agenda and process you've planned. During the workshop do you need hand out materials? Spare paper for art exercises. Crayons, paints, brushes? How will this be provided and when?

## Environment- Selecting the Right Venue

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Many factors impact how safe and comfortable people feel about interacting with each other and participating. The environment and general "climate" of an LVE meeting or experiential LVE gathering sets an important tone for participation.

*For example, key questions you must ask yourself as a facilitator include:*

Finding the right place will depend on the nature of the event. Personally view the venue before the meeting so you know what to expect.

- You may be holding an LVE introduction evening, the requirement will be different from the needs of a full day or weekend interactive workshop.
- The number of participants, how long they will be there, what they will be doing, will all determine the nature of the venue you require.
- Ideally, any location should be convenient, be easy to access, with secure parking. A neutral and familiar location is more conducive to bringing people out.
- How will people be able to get food and drinks? Are there facilities near-by. Do you plan to provide all or any of this? Is it appropriate to suggest bringing food to share?
- Is the meeting location accessible to everyone? If not, have you considered transportation, signage, meet & greet to help people find you, at or in the location?
- Check in advance to see if you have to consider access for handicapped people?
- It will be more comfortable if you choose a room that matches the size of the group. If you can interface the outdoors with the indoors this adds a lot of enjoyment, as it provides good space for breaks and access to fresh air. If it is a day activity, somewhere they can eat lunch, or have a snack. Always consider drinking water, cups, glasses, etc.,
- Adequate, clean restrooms are important. Make sure they are serviced.
- Breakout space is important. Is the space the right size? Too large? Too small? If you want participants to feel part of a cohesive group a large meeting hall for a small group can feel intimidating. Participants have best experience when they are focused and relaxed.
- Sometimes the process brings up emotional or intimate feelings, don't hesitate to call a break if emotions are emerging, allow people to have their experience, this is where powerful alchemy can occur. Allow time for individuals to experience the deeper expression of their feelings. Even attempting to stay within the essence of the values may bring up hidden emotions.
- Allow participants some space to be on their own to contemplate if they want to. That is where access to the outdoors, some grass to sit on, a place to be quiet, can be very nurturing.

### *The Room Setting and Arrangements*

How the room is laid out, seating arrangements, what they sit on, whether they can hear, have access to the toilets can make or break your success. As a facilitator, the logistics of the meeting are an essential part of your planning.

- Placement of chairs: Having chairs in a circle or around a table encourages discussion, equality, and familiarity. Don't use podiums and lecture style seating which makes people feel separate.
- Make sure you are free to personally greet everyone on arrival. Help them feel welcome from the outset. Have name tags ready if that will support your facilitation or blanks they can write on

themselves. If a workshop is for multiple days suggest they wear their badges each day so everyone can relax about names.

- It's handy to have a clipboard with sign-in sheet, on a table, pens for folks to use? That is a good way to collect email addresses if you want to create a data base.
- Are there places to hang butcher's paper? It's good for taking notes and you can hang the outcomes up around the room. Blue-tack is good for this because it won't mark walls. Is there access to a whiteboard, it's great to have one with two sides that allows you to keep the previous activity comments to refer back to.
- Refreshments: If you are having refreshments, who is providing them? Do you need electrical outlets and extension cords for water heaters or coffee pots? Can you set things up so folks can get a drink without disrupting the meeting?
- For breaks, we suggest offering fresh cut-up fruit, with water or light juice is excellent for maintaining energy levels.
- Who's cleaning up afterward?
- Microphones and audio-visual equipment: Do you need a microphone or Power-Point facility? It's a good idea to set up and test the equipment before you start?

## Facilitating and Guiding of Your LVE Meeting

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To build a safe, comfortable environment, a good facilitator has a few more points to consider. How do you protect participants who are worried their ideas will be attacked or mocked? How do you hold back the big talkers who tend to dominate without making them feel judged? Much of the answer lies in setting the collective agreements that everyone created right at the start of the meeting.

How will you guide and control the meeting? Is there someone in the group who can assist you, setting up, writing points on posters or the whiteboard, refill the water supply, perhaps you can arrange that beforehand so they know what you need or require and when.

At the meeting itself, as an LVE facilitator, you'll be setting the scene, ensuring that participants are clear about the desired outcome, the agenda, the ground rules and expectations for the event. By doing this, you help everyone focus on the task at hand. At the start of the meeting, and throughout, your role is to ensure the meeting keeps progressing towards a successful outcome.

In the planning is where you consider the ground rules for the event, and consider some 'what-if' scenarios: What if there is major disagreement? What if a solution does not emerge? etc.

- Once everyone arrives, set the scene – Here, you'll run through the objectives and agenda. Make sure everyone understands the agreements and freedom to participate.

**Setting Agreements** – is a vital ingredient that will save so much time and discussion throughout your meeting. Most meetings have a consensus of what and will not be accepted. Establish and collecting ideas from the group for mutual agreement is required at the outset before the meeting activity starts. When you want the participation to flow and for people to really feel invested in following the rules, the best way to go is to have the group develop them as one of the first steps in the process.

When you are finished, ask the group if they all agree with these agreements and are willing to follow them. Make sure you get folks to say "Yes" out loud. It can make all the difference later!

Sometimes people are not sure what is possible, so it's a good idea to put the agreements in a prominent place and make the point that they can be added to at any time. This is a good way to demonstrate Values in action.

Here are some suggestions:

- One person speaks at a time
- Raise your hand if you have something to say
- Listen to what other people are saying
- No mocking or attacking other people's ideas
- Be on time coming back from breaks
- Respect one another, including differences
- No fixing
- Time limits on sharing

*Ice Breakers* - Living Values facilitators always have a store of "Ice Breakers" up their sleeve, many are available on the internet, great fun ideas that get people mixing and participating, they:

- Break down feelings of unfamiliarity and shyness
- Help people shift roles--from their 'work' selves to their 'more human' selves
- Build a sense of being part of a team

*Some ways to do introductions and icebreakers are:*

- In pairs, have people turn to the person next to them and share their name, organisation (or where from) and three other facts about themselves that others might not know. Then, have each pair introduce EACH OTHER to the group. This helps to get strangers acquainted and for people to feel safe because they already know at least one other person.

Form small groups and have each of them work on a puzzle. Have them introduce themselves to their group before they get to work. This helps to build a sense of teamwork.

In a large group, have everyone write down two true statements about themselves and one false one. Then, every person reads their statements and the whole group has to guess which one is false. Give each participant a survey and have the participants interview each other to find the answers. Make the questions about skills, experience, opinions on the issue you'll be working on, etc. When everyone is finished, have folks share the answers they got.

*When doing introductions and icebreakers, it's important to remember:*

Every participant needs to take part in the activity. The only exception may be latecomers who arrive after the introductions are completed.

- To get things flowing - make sure everyone introduces themselves, or perhaps use LVE Skills for the Facilitation Process appropriate icebreakers to get the meeting off to a positive and interactive start.
- Keep up the momentum and energy - You might need to intervene as the proceedings and energy levels shift. Make sure people remain focused and interested. Remember; nothing is set in concrete, stay flexible, if energy levels are beginning to flag, perhaps it's time to take a break?
- Listen, engage and include - Even though, as an LVE facilitator, you're taking a neutral stance, you need to stay alert, listen actively, and remain interested and engaged. This sets a good example for other participants, and also means you are always ready to intervene in facilitator mode. Is everyone engaged? If not, how can you bring them in? How can you get better participation?
- Monitor checkpoints, and summarise - Keep in control of the agenda, tell people what they've achieved and what's next: Summarise the values that you have explored. Check in with what has been agreed upon. In the event of overrun on an activity, don't hurry through, adjust your planned activities, removing one if necessary. Stay in close touch with what you have planned.
- Include plenty of group interaction - songs to sing, games to play. While this may seem childish and out of context, it is not, people love to play and do silly things, it breaks down our rigidity and emotional resistance and your participation in all of this will make you one of the group, creating inclusivity and building trust. You are not separate from the process.
- In multiple day events, giving some overnight homework encourages private introspection of what has been felt or come up during the day.

***Interventions*** - Intervene in group discussion/sharing only if required:

As an LVE facilitator, there are many situations in which you may need to intervene. Rehearse when and how you'll do this. It doesn't work to dominate, but rather be inquiring, gentle, kind, and inclusive to all points of view. It's important to remain objective, keep the focus on the desired outcomes, and generally maintain a positive flow.

The most difficult types of intervention are those involving conflict, anger, and disagreement. This doesn't happen often in Living Values but remember your role, it's important to focus on the needs of the whole group, whilst considering the feelings and position of individuals involved in any disagreement.

A group where people know one another is more likely to have areas of conflict likes and dislikes for each another. For example, how an activity is engaged may bring up a disagreement between individuals. This is where Unity can be offered as a value, to reflect on how the people involved and the group might find resolution. Have the group consider responsibility and cooperation in making allowance for differences.

ALWAYS use the appropriate values to demonstrate the message surrounding the difficulty, e.g. ask the individuals and open to the group inviting reflection on:

*"Which values do you feel might not be present in the conversation right now, where are we living outside the values at this moment?"*

***To keep the event flowing and positive:***

- Watch for and discourage any side conversations. These limit the ability of others to focus, and often people are exchanging ideas that should be brought into the group, or they are indulging in opinions about what is being shared, help them resolve through exploration. For most people, an LV presentation will be unlike any workshop or training they have previously experienced.
- Be sensitive to people who aren't participating well. Are they hiding or experiencing discomfort? What is the source of the discomfort? What can you do to bring them into the conversation? Focus on inclusivity and invite thoughts from any individuals who show signs of reluctance to speak, or participate.
- Keep a close eye on the timing. Be flexible, and balance the need for participation with the need to keep things running efficiently. If an understanding hasn't been reached or felt by everyone, park topics that cannot be concluded.
- Pay attention to group behaviour, both verbal and non-verbal. Some of the most damaging behaviour is revealed in body language, so know how to spot it and stop it effectively through engaging the person, or inviting their point of view.
- Step in and mediate immediately if there are obvious personal attacks. Refer back to the mutual agreement. Effective facilitators look for the least intrusive intervention first, so reminding everyone of the ground rules is often a good place to start. Whatever the issue, you can't allow bad behaviour to continue so be prepared to take the steps necessary to stop attacks.

***Record and Action***

Make notes recording success or failure of activities. What works, what doesn't - seek to always refine your approach, every group provides the LV facilitator with a learning environment therefore your notes are very valuable for future events.

The importance of recording what is being shared. It is better for you to not be responsible for writing up fast-flowing ideas, your role is to keep the meeting flowing and engaging. The whiteboard or butcher's paper is your best friend, as we often need to refer back to something said earlier. It is a good idea for you to invite assistance to write up what is being shared while you guide the discussion.

You lose contact with the group when you turn away from them and you cannot watch their body language and write on the whiteboard at the same time.

- You are responsible for making sure the participants hear, see, and understand the information that is presented. Record what is shared. If in doubt, record now and summarise later. Use butchers paper, keep the text bold and easy to read, tear off and hand to someone to put on the wall where it can be a reminder for all, or something for you to refer back to.
- Try to use simple words, and words that the group choose. When in doubt, ask them, "*how else might we say this?*"
- A quick summary after each activity is helpful both to you and the group and ensures continuity with the agenda staying focused and moving forward.
- Sometimes, often in multiple-day workshops, we need someone to help. Make sure that any activity requiring participant that commitment received and recorded.
- After each session, display the recordings prominently so they can be referred back to.
- Following the event, follow up to ensure that outstanding actions and issues have been addressed and everyone expresses their satisfaction.

### ***Key Points:***

To be an effective LVE facilitator you must know when to take a leadership, and when to be neutral and take a back seat. It comes with experience. The key to being proficient is to plan and lead the activities effectively, and remain focused on group process and outcomes, rather than specific content and opinions involved at the moment.

Facilitation is an interesting, rewarding and important role. Take time to think about the process and agenda, and learn the skills you need to take the event through to a successful conclusion. Take satisfaction in your role of and enjoy watching the ideas, solutions and successful outcomes flow!

***Remember: If in doubt you can always go inside and ask  
"Am I in alignment with the 12 core values?"***

## **A Living Values Evening Community Meeting or Study Group**

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### ***Facilitating an LVE evening gathering:***

Now, we can consider the three primary parts of your facilitation activity:

- The process of the meeting
- Skills and tips for guiding the process
- Dealing with disrupters: preventions and interventions

***Start the meeting on time-*** If we start our meetings on time it feels professional and prevents those who come on time feeling cheated, that they made to get there! If people haven't arrived, start no more than five minutes late, and thank everyone who came on time. When latecomers straggle in, don't stop your process to acknowledge them. Wait until after a break or another appropriate time to have them introduce themselves. Remind them clearly of the time for your next meeting.

***Review the agenda, objectives, ground rules for the meeting:*** Explain what's going to happen at the meeting. It is good to have basic ground rules, see previous list. Check with the group to make sure they agree with and like the agenda, not every activity, just the format for the meeting and breaks (if any). Point out where the restroom is. Invite them to take some water at any time.

***Find out the group's expectations -*** at the start it's a good policy to find out what participants think they are gathering for – why they are here, what they want to take home. There are lots of ways to find out what the group's expectations of the meeting are: Try asking everyone to finish this sentence: "*I want to leave here today knowing....*"

You don't want people sitting through the meeting feeling that they're in the wrong place and no one bothered to ask them what they wanted to achieve here.

You never know if someone will want to comment and suggest something a little different. This builds a sense of ownership of the meeting and lets people know early on that you're there to facilitate THEIR process and THEIR meeting, not just your own agenda.

**Encourage participation** - is one of your main jobs as a facilitator. It's up to you to get those who need to listen, to listen and those who want to hide, to speak up. Encourage people to share their experiences and ideas and urge everyone to share it at appropriate times.

**Stick to the agenda** - groups can have a tendency to hijack the original agenda, sometimes without knowing it. When you hear the discussion wandering off, bring it to the group's attention. You can say "That's an interesting issue, but perhaps we should get back to the original discussion relative to the Values."

**Avoid diversions** - sometimes, it's easier for groups to discuss the colour of the logo than the real issues they are facing. Help the group not to get immersed in details. Suggest instead, "Perhaps this could be discussed outside of the meeting."

**Bring closure to each item** - Many groups will discuss things ten times longer than they need to unless a facilitator helps them to recognise they're done. Summarise a consensus position, or ask someone in the group to summarise the points of agreement, and then move forward.

If one or two people disagree, state the situation as clearly as you can: "Michael and his friend seem to have other feelings on this matter, but the rest of you seem to favour this direction. Perhaps we can decide to go in the direction that most of the group wants and maybe they can get back to us on other ways to accommodate their concerns."

Some groups feel strongly about reaching consensus on issues before moving ahead. If your group is one of them, be sure to read a good manual or book on consensus decision making. Many groups, however, find that voting is a fine way to make decisions. A good rule of thumb is that a vote must pass by a two-thirds majority for it to be a valid decision. For most groups to work well, they should seek consensus where possible, but take votes when needed to move the process forward. Even with a well-prepared agenda and key points, you need to be flexible and natural.

**Note: A sample of what an LVE evening or two hour meeting might look like is offered in the DFT Part Two – Evaluation Questions and Agenda. How the schedule with activities might be arranged will depend on the nature of the group being addressed.**

### *Respect is pivotal in Living Values - Respect everyone's rights*

The facilitator protects the shy and quiet folks in a meeting and encourages them to speak out. There is also an important job of keeping domineering people from monopolising the meeting or ridiculing the ideas of others.

You may encounter people dominating a discussion because they are passionate about an issue and have lots of things to say. One way to channel their interest is to suggest that they consider looking at embracing that passion in their life. Other people, however, talk to hear themselves talk.

**Be flexible**- sometimes issues that will arise in the meeting are so important, they will take much more time than you thought, especially if they are relevant to values. Sometimes, nobody will have thought of them at all. You may run over time or have to alter your agenda to discuss them. Be sure to check with the group about whether this is O.K. before going ahead with the revised agenda. If necessary, ask for a five-minute break to consider how to handle the issue and how to restructure the agenda. Be prepared to amend an agenda, dropping some items if necessary.

**Here are a few more pointers to remember that will help you maximise your role as an LVE facilitator:**

**Watch the group's body language:** Are people shifting in their seats? Are they bored? Tired? Looking confused? If folks seem restless or in a haze, you may need to take a break, or speed up or slow down the pace of the meeting. And if you see confused looks on too many faces, you may need to stop and check-in with the group, to make sure that everyone knows where you are on the agenda and that the group is with you.

***Always check back with the group*** - Check back after each major value segment to see if everyone is comfortable.

***Summarise and pause*** - when you finish a point or a part of the process, sum up what was done and decided, and pause for questions and comments before moving on. Learn to "feel out" how long before moving on to the next thing – do not rush because of your agenda. Make sure the group are all with you. It's a team effort and you are a part of that team.

***Understand how as a facilitator you are coming across*** - at times we can be challenged or unsure of where it is all going. LVE is about trust, as facilitators, we have nothing to prove, nothing to teach, we are there to help others and ourselves to open up to discover the information we have within that we did not know was there. If the meeting feels out of control just call a break, go for a walk, if you are feeling it probably so are others.

LVE facilitator workshops and meetings in whatever circumstances have no hard and fast rules, there is a process and often we do not know where it is going, that's OK, let it unfurl in front of you, for you, stay in trust, stay in love with the process and believe in the values.

### ***How you act makes an impact on how participants feel.***

***Keep those hands busy*** - hold onto a marker, chalk, or the back of a chair. Don't play with the change in your pocket!

***When choosing your words*** - be careful you are not offending or alienating anyone in the group. Always keep your eyes moving, don't just make eye contact with the confident, relaxed people. Pay attention to the quiet ones and those who seem nervous, include them in your conversation and eye contact and where possible draw them out.

***Use the body language of our own*** - Using body language to control the dynamics in the room can be a great tool. Moving up close to a shy, quiet participant and asking them to speak may make them feel more willing because they can look at you instead of the big group and feel less intimidated. Also, walking around engages people in the process. You can always move your chair within the group, turn a segment into a sharing circle, maybe sit on the floor and invite others to do so too. Don't just stand in front of the room for the entire meeting. Don't talk to the whiteboard, always face and talk to the group.

### ***Dealing with disrupters: Preventions and interventions***

Even with LVE we sometimes have disruptions. The most common kinds of disrupters are people who try to dominate, have personal interests, have been to other workshops, others who keep going off the agenda, have side conversations with the person sitting next to them, or folks who think they are right and ridicule and attack other's ideas.

If someone is dominating the meeting, disrupting the agenda, or bringing up the same point again and again, or challenges how you are handling the meeting: First, refer back to the group's agreements and ground rules. If that doesn't work, throw it back to the group and ask them how they feel about that person's participation. Let the group support you. ***Don't be defensive*** - in the very unlikely event you are criticised, take a "mental step" backward before responding. Once you become defensive, you risk losing the group's respect and trust and might cause folks to feel they can't be honest with you.

***Be honest*** - say what's going on. If someone is trying to intimidate you, if you feel upset or undermined, if you need to pull the group behind you: It's better to say what's going on than try to cover it up. Everyone will be aware of the dynamics in the room. The group will get behind you if you are honest and upfront about the situation.

***If there is someone who keeps expressing doubts*** - questioning the group's ability to accomplish anything, is bitter or puts down others' suggestions, keeps bringing up the same point over and over, or seems to have power issues show that you understand by making it clear that you hear how important it is to them. Legitimise the issue by saying, "O.K., let's take 5 minutes and see if we can get some clarity on the point you are making" If that doesn't work, agree to defer the issue to the end of the meeting, or set up a small group of three people from the group to explore it further.

- If side conversations keep occurring, engage the people involved. Make eye contact with them to get their attention and convey your intent. Just point to the Agreement and suggest that they might like to consider others.
- You can call a break anytime, perhaps taking the culprit aside and have a quiet word with them. State your feelings about their behaviour and how it affects the group. Ask if you can help; see if there are other ways to address that person's concerns.

*Here are some "Preventions" when you set up your meeting that may make disruptions less likely. Listen carefully.* Don't just pretend to listen to what someone in the meeting is saying, because people can tell. Listen closely to understand a point someone is making, check back if you are summarising, always asking the person if you understood their idea correctly. Invite comments from others, one at a time.

*Show respect for everyone's experience* - we all have values, they mean something to each of us, we have all had many experiences, this is a time to let people have airtime. If it is impractical to have everyone share within the group, either invite brief sharing of what values mean and what experiences have been engaged and learned, create break-out groups to share among themselves. You may be amazed at what people can bring to the group in which they are involved, and what wisdom is available to you all.

*You can always bring in appropriate humour* - if there is a lot of tension in the room, if you have people at the meeting who didn't want to be there, if folks are scared/shy about participating, if you are an outsider: Try a humorous comment or a joke. Humour is a great way to lighten the mood, it's a great idea to have a clean joke ready, or have an Ice-Breaker that gets people laughing together.

*Sometimes we get involved* - It's great to join the group at times when it serves the moment, but you cannot be an effective facilitator and a participant at the same time. When you cross the line, you risk alienating participants, causing resentment, and losing control of the meeting. Offer strategies, resources, and ideas for the group to work with, but not your own opinions, and don't tell stories. This is about them, not you.

## Close the meeting

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**Feedback Forms:** When a facilitator builds a Values-based Atmosphere in which people experience trust, feel valued and feel heard, safe and respected, then the meeting is usually a winner. It's a really good idea to ask people to fill in "**Feed Back**" forms. These will be a valuable resource for you to see how the meeting went and you may get some great ideas and points about your delivery. Don't ask people to fill them in at the end, because they probably won't. Get them to fill them in before the last session of the day.

**Group Feedback Forms are on the website: [www.livingvalues.net/distance](http://www.livingvalues.net/distance)**

*It's a good idea to have everyone pack up materials, take down posters and get the room in order before you settle in to close the meeting. That way everyone helps, it's quick and you can relax knowing that the end of the meeting will be final, and everyone is free to leave after the closure.*

*Summarise the meeting* - A good ending to the meeting would be to summarise the key decisions that were made and any key highlights of the day. Refer back to the objectives or outcomes to show how much you have accomplished together. Have people say one word that describes how they are feeling now that all of this work has been done. You'll usually get answers from "exhausted" to "energised!" if it's been a good meeting.

Take a minute to thank people who prepared things for the meeting, set up the room, brought refreshments, or did any work towards making the meeting happen. Thank all of the participants for their input and energy and for making the meeting a success.

*Ending the meeting on time* - It's a good idea to wind up a meeting and have everyone move on. Otherwise you risk being stuck for ages afterward while people tell you stories, or socialize with each

other. People really appreciate a meeting that ends on time! It's good for you and people who have commitments in their life.

*It's often a good idea to go to a workshop with dates for another meeting or workshop.*

### ***A Final Word***

We can talk about facilitation, we can suggest what to do, we can give guidance but at the end of the day it comes down to the individual and what you are comfortable with. As you gain practice you will find your way of running a meeting or workshop. You are free to choose how and what you do. The values will guide you, they are your friends, treat them with the respect they deserve and listen to your heart. Ask "what do I do now?" You will find the answer.

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### **Level 3 - Running an LVE Study Group**

**Please note: if you are a certified teacher or a qualified and practising other group leader this section may be waived. Certification may be required.**

**Please advise your Mentor.**

### **Level 3 - Study Group - Practical Facilitator Training**

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This will be the final part of your study - **LVE Study Group - Guidelines to Running an Effective Group**. This is where you will discover so very much about yourself, values and being a facilitator. We suggest one meeting a week, most likely in the evening, but not necessarily where you will gather a group to explore the Values. This has been an amazing experience for many people before you and it is the best training ground for running workshops.

- On conclusion of the 12 week group:

There are two Evaluations that must be completed and go to your mentor to establish that you have completed Level Three.

One evaluation is from the group about your facilitation skills and their experience and second, from you about the group and your experience with them.

Forms can be downloaded from [www.livingvalues.net/distance](http://www.livingvalues.net/distance) or requested from [office@livingvalues.net](mailto:office@livingvalues.net)

### ***How to Develop Your Study Group***

- You can start **preparation** as below at the same time as commencing Level 2 Facilitator Training which gives time to bring your group together, or you can wait and start your Study Group after completing the level 2. You are ready and fully equipped to start engaging your first group.
- Read LV Study Group booklet. Start a list of people you know who live nearby who might join your Study Group, what day, what time suits you and them best?
- Using the flyers in the DFT package, customize to suit your group time, start date, send out invites ask for quick reply. Advise people it's a 12 week, progressive Values Self Development 'closed circle' limited to 5-8 people each week based on exploring a new Value each week. Advise the start date. If you are asking for a donation, tell them on the flyer. If some drop out, or can't come on some night, it is okay - you will run the group no matter what.
- Start gathering anything you need for the group, read the guidelines, it's all there, any difficulties, share with your mentor.
- Organise the agenda for your group; remember you are doing it together with them. Include the two Value activities selected by you and explored/played together with your group. Choose easy and fun activities, you can do more if there is time. Make sure you have read them through a couple of times and understand how you will do it and what you might need (if any) as support materials.

- Start your Group; remember you are now building your group's "Values Based Atmosphere". Learn about this dynamic. It is the essence of Living Values.
- Set the group boundaries (see LVE STUDY GROUP Guidelines booklet)
- Explain exactly what you/they will be doing. Remember, you have just completed the first four weeks for yourself, so you will know what to expect.
- Start with the first Value of the Week. Each week prior to the meeting copy questions from the SR booklet on a single hand out sheet for people on arrival, or for the first session present (print) everyone with the complete 12 week LVSR booklet of values. They can take it home with them and bring it to each meeting. Engage the SR as you did yourself, share with one another, it's your time to play the facilitator role.
- Then, select the two Value activities from the **Home Study - Values Activities** suitable for group fun activity. Choose fun ones, allow for all to share, be involved, but no story telling. It's not a psychology or healing service.
- After the group, Journal your personal experience, particularly noting how well each activity was received, add a brief report on the group to your mentor.
- Continue as above through all 12 weeks of the group's engagement.
- **LAST STUDY GROUP MEETING:** Make this a fun celebration time. Congratulations are in order.
- Time to evaluate your group experience, how they behaved, what did you learn working with them, how did you keep them on track, etc., What were your feelings, good or bad about the experiences what did you like/ not like, what challenged you most? Be open share your experience with them.
- It is also fair to ask for your group's feedback and evaluation of their experience with you. Your guidance, your interaction with them, how much they liked doing it, how could it be a better experience?
- People like to receive - give each an LVE Distance Study Group 'Certificate of Attendance' (COA) printed out, fill in names and hand out in celebration at end of group's gathering. Blank certificates for you to fill in can be downloaded from [www.livingvalues.net/distance](http://www.livingvalues.net/distance)
- Don't assume they will want to stop, maybe they want to go around again, bring a friend, expand the circle. This is what you signed up for.



### *Further Opportunities from your Study Group*

- Some participants may want to engage the Distance Facilitator Training Course and become Facilitator as you have done, you can give them access to the website distance location, check out the videos, they can apply on the website: <http://livingvalues.net/distance> or, simply email: [office@livingvalues.net](mailto:office@livingvalues.net) **Make sure they know about it.**
- Many Study Groups become such fun; the group dynamic having become an intimate sharing of friends often being a great relief from normal day to day life, that they want to keep going, maybe once every two weeks after your initial group is complete. **Perhaps there is a potential 'group leader' who could take over from you?**
- You may get new people wanting to join the group, you could waitlist them and take a new group through and make it your LVE Facilitator contribution. You could charge a little for each meeting,

- Your Study Group can be a great source of contacts for extending your Values activities into the community; with young people, in business, for families. Get to know who is doing what in your community already; maybe they would like to join your next study group, assist you through promoting to their own connections.
- Don't lose anyone, your past group members become your database, for your newsletter, your presentations, workshops. Make sure you have all their full contact details including where they work, what they do. And above all keep in touch with them.
- Make sure you receive the ALIVE Newsletter so you have things of interest to share. People like to feel they are part of a greater organization, particularly if it is international. Watch for new titles in the LVL Rainbow Booklets Self Help library: <http://livingvalues.net/rainbow-booklets/> may offer support in further developing your skills and network and have beneficial application for group members.
- We encourage you personally to continue to participate in the Self Reflection to further develop your self-awareness. You can download a new booklet every 12 weeks and start again, or expand the pages in your original book. The same questions answered every three months allow us to go deeper within ourselves to discover the truth and be witness to our growth.



The notes above and those offered in the **LVE Study Group - Guidelines for an Effective Group** are very comprehensive and cover most things you need to know. As you read through them, make notes for yourself about things you want to incorporate in your presentation and highlight things you want to find out more about.

*Your mentor will be available to you through this Level Three process to ensure that as you put all your study to the test, there is someone there to support you.*

**End of: LVE Distance Facilitator Training Level Three.**

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### **Next Step: Engaging "DFT Part 2: Evaluation Questions and Agenda Building"**

This comes as a Word.doc booklet that can be completed on your computer and emailed to your support person/mentor for checking.

The Agenda sample and the blank spread sheet for both the 3 day Agenda and the 2 hour LVE meeting for you to create are on the website or can be obtained from [office@livingvalues.net](mailto:office@livingvalues.net)

**Please note you are only required to provide the 3 day Agenda.**





### The Values Ambassador's Creed

As a Values Ambassador I understand the crucial place that values have in life and how they are the foundation of human goodness, personal overall well-being, a harmonious society and sustainable way of life. I recognise I have a rare opportunity to fulfil a personal dream and create a meaningful legacy, namely by helping to make manifest the vision of ALIVE, which is to bring benefit to humankind by helping people, especially students, fulfil their potential for living a life based on and guided by widely-shared and timeless values such as respect, responsibility, peace, honesty and cooperation.

I shall strive to avail myself fully of this opportunity by organising educational and learning ventures that enable youth and young adults to benefit by

- learning about LVE;
- participating in LVE activities and events; developing a clear sense of their own values and committing themselves to live by them at all times.

To bring these benefits to members of my community, I shall

- initiate and/or support LVE activities in my community to the extent that I am able to do so taking account of available resources;
- invite youth and young adults to avail themselves of LVE;
- work cooperatively with governments, institutions, and other organisations so as to advance activities and endeavours consistent with LVE.

At all times, I shall

- teach and advise others about the importance of moral values;
- make a conscious and dedicated effort to express moral values in all my activities;
- teach and utilise the best practices of education and social engagement, so that an example be set for youth and young adults;
- cooperate with ALIVE and the ALIVE Associate or Focal Point for LVE in my country to help fulfil ALIVE's vision

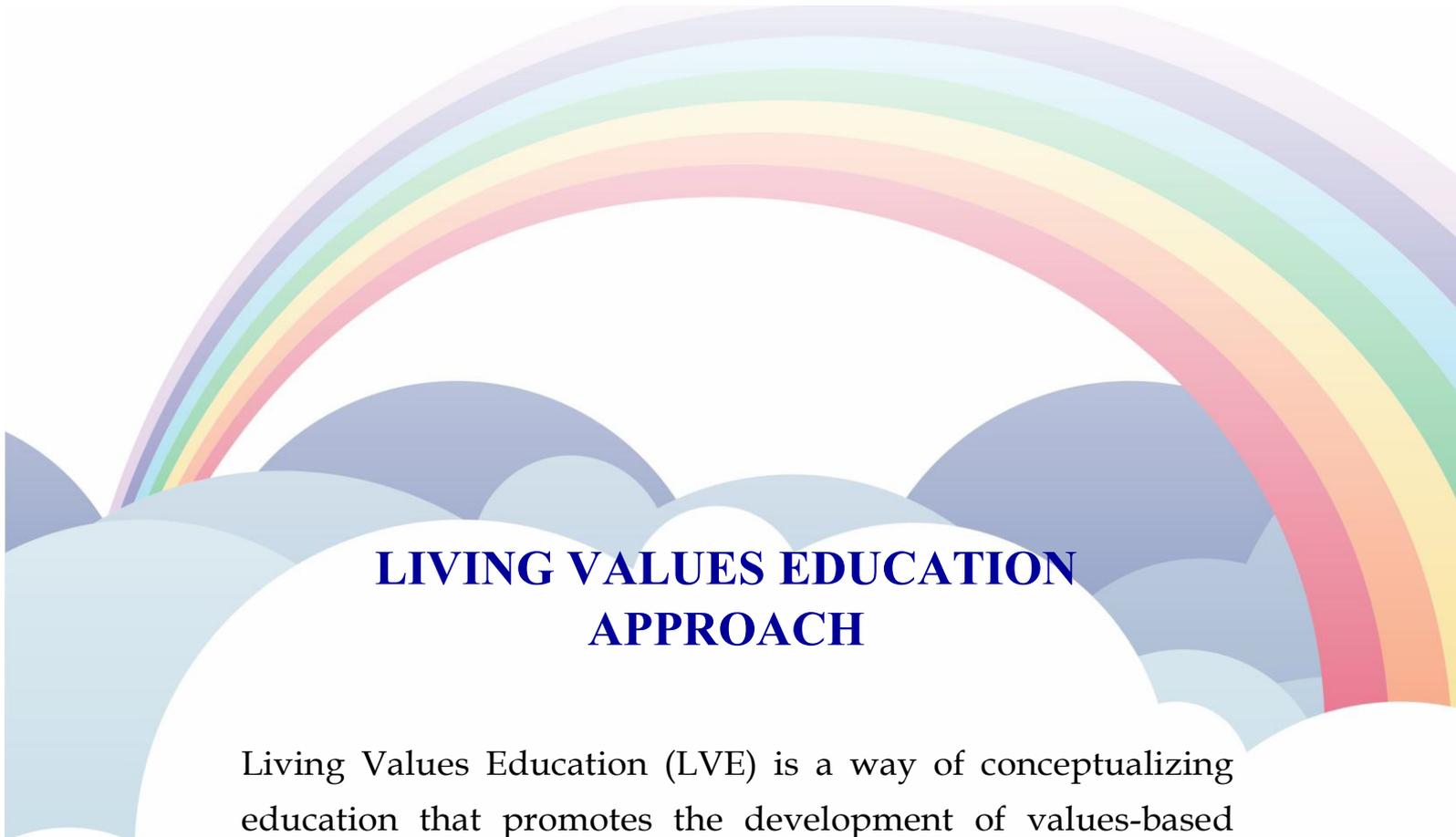
I understand that being an Values Ambassador is a voluntary choice made solely by myself that does not imply appointment or endorsement by or give me any right or capacity to represent ALIVE or any of its Associates or Focal Points in any way or create any obligation for ALIVE or any of its Associates or Focal Points. My own obligations and commitment are only as above and represent my wish to deepen my commitment to a life based on values and be of service to others.

Signed \_\_\_\_\_

Date \_\_\_\_\_

My Position in ALIVE/Living Values \_\_\_\_\_

## Notes



## LIVING VALUES EDUCATION APPROACH

Living Values Education (LVE) is a way of conceptualizing education that promotes the development of values-based learning communities and places the search for meaning and purpose at the heart of education.

LVE emphasizes the worth and integrity of each person involved in the provision of education, in the home, school and community. In quality education, LVE supports the overall development of the individual and a culture of positive values in each society and throughout the world, believing that education is a purposeful activity designed to help humanity flourish.

Further information on the Living Values Education  
Rainbow Booklet Library Series and all Living Values  
materials is available at:

[www.livingvalues.net](http://www.livingvalues.net)



Living Values  
Education