

ELEVATE

BLUEPRINT TO LEVEL UP IN 2023

Facilitator & Producer Guide

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Notes to Facilitator

This guide is designed to help you manage the information for this training module.

Duration

- This is a 3 hour and 30 minute workshop, with two fifteen minute scheduled breaks.

Materials Needed

- PowerPoint Slides
- Facilitator & Producer Guide

Equipment Needed

- Computer
- Microphone
- Webcam
- Internet Connection

Delivery Platform

- Zoom

Facilitator Pre-work


- Look over this guide to familiarize yourself with its content and flow.
- Key talking points and questions are provided in this guide but be prepared to add your own commentary, examples and questions as long as they fit into the timeframe.
- Start Zoom application.
- Open the PowerPoint file associated with this guide.
- Share the PowerPoint application on your screen.


Producer Pre-work:


- Look over this guide to familiarize yourself with its content and flow.
- There are several breakout rooms in this training. Breakout rooms will include two people each, initially set up randomly. Each breakout room will have the same two people throughout the module as the activities build upon each other.
- Open 'Lo-fi Beats Essentials' playlist on epidemicsound.com.
- Open the PowerPoint file associated with this guide.
- Open menti.com and be prepared to share the survey screen and the word cloud screen.
- Start Zoom application.
- Make sure attendees and chat panels are visible.
- Share the PowerPoint application on your screen.


Module Overview


TOPIC	DURATION	SLIDES
Introduce	7 minutes	1-2
Analyze	24 minutes	3-6
Spark	21 minutes	7-10
Think	29 minutes	11-14
Define	21 minutes	15-18
Program	21 minutes	19-22
Schedule	26 minutes	23-26
Challenge	43 minutes	27-33
Account	11 minutes	34-36
Conclude	7 minutes	37-38

SLIDE 1	Welcome		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Welcome participants. • Introduce yourself and the producer. • Introduce the module. <p>SAY:</p> <ul style="list-style-type: none"> • “One of Varaspec’s core values is personal development. We believe the better you are, the better we all are. We are lifelong learners and are here to support you in achieving the goals you set, both in your career and in your personal life to become the best version of yourself.” 	<p>DO:</p> <ul style="list-style-type: none"> • Start ‘Lo-fi Beats Essentials’ playlist. • Admit participants into the meeting. • Greet early participants. • Ask participants to stay muted unless called upon. • Ask participants to use the raise hand icon if they have questions. • Remind participants to have a notebook nearby or be prepared to take notes electronically. • Stop playlist when facilitator is ready to begin.


SLIDE 2	Objectives		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the objectives. <p>SAY:</p> <ul style="list-style-type: none"> • “At the end of this training, you will walk away with clarity, goals, a plan, and set of tools to support you in having an inspiring 2023.” 	N/A


SLIDE 3	Analyze		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the format of the training overall. • Introduce the steps participants will go through. • Explain that first we must analyze to gather data and understand our current circumstances. 	N/A


SLIDE 4	Write		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to reflect on 2022 and list in a 'brain dump' format their wins and opportunities in any aspect of their lives, including their work life, home life, health, finances, etc. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 5	Survey		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>ASK:</p> <ul style="list-style-type: none"> • “How was your 2022?” <p>DO:</p> <ul style="list-style-type: none"> • Introduce the survey. <p>SAY:</p> <ul style="list-style-type: none"> • “To participate in the survey, go to menti.com on your phone or computer and enter the code you see on the screen. Log your answer to the question. We will be able to see the results in real time here on the screen.” <p>DO:</p> <ul style="list-style-type: none"> • Go over the results of the survey. 	<p>DO:</p> <ul style="list-style-type: none"> • Share the Mentimeter survey when the facilitator has concluded explaining the activity. • Conclude sharing the survey results and share the PowerPoint presentation when the facilitator is finished explaining the results.


SLIDE 6	Share		
LENGTH	SLIDE	FACILITATOR	PRODUCER
10 minutes		<p>ASK:</p> <ul style="list-style-type: none"> • “What is the biggest thing you achieved in 2022? What are you most proud of? What could you improve in 2023?” <p>SAY:</p> <ul style="list-style-type: none"> • “Let’s have some people share with our group at large.” <p>DO:</p> <ul style="list-style-type: none"> • Facilitate conversation with two to three volunteers about their 2022 wins and opportunities. 	<p>DO:</p> <ul style="list-style-type: none"> • From the people with a raise hand icon, pull up one person at a time to talk with the group at large. • Make sure volunteer is unmuted.


SLIDE 7	Spark		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the spark chapter. • Explain that in this phase we will be reminding ourselves of our 'big why'. 	N/A


SLIDE 8	Write		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to reflect and list in a 'brain dump' format what inspires them and what motivates them. • Give examples of possible answers such as the ability to provide for their loved ones, industry awards, living up to their potential, travel, etc. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 9	Collect		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes	 <p>The slide features a photograph of a laptop and a plant. The word 'COLLECT' is written vertically in large, bold, black letters. Below it, two bullet points are listed: 'Gather images.' and 'Compile a set of words.'</p>	<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to collect images from either their camera roll or the internet that represent their inspirations and motivations. Save the photos in a special album titled motivations or inspirations. • Give participants the option of compiling a list of words instead of images that represents their 'why'. Tell the participants to save this list in a document on their desktop or phone where it is easily accessible. • Explain that this is a resource to be used when they need a little reminder or boost when things aren't as sunny as usual. • Encourage participants to continue to add to their album or list as time goes on. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 10	Share		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the whiteboard activity. • Explain that participants will be able to write or draw on the whiteboard. • Have participants write or draw representations of their inspirations or motivations on the whiteboard. • Facilitate conversation about the contents on the whiteboard. Mention any common themes or any unusual answers. 	<p>DO:</p> <ul style="list-style-type: none"> • Share the whiteboard when the facilitator has concluded explaining the activity. • Conclude sharing the whiteboard and share the PowerPoint presentation when the facilitator is finished explaining the results.


SLIDE 11	Think		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the think chapter. • Explain that in this phase we will be brainstorming goals. 	N/A


SLIDE 12	Write		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to reflect and list in a 'brain dump' format any and all career and personal goals that come to mind. • Give examples of possible answers such as initiate and finish a specific project, work on time-management skills, compete in a marathon. • Explain that these goals should excite and maybe even scare the participant. Remind the participants to dream big. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 13	Share		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the chat box activity. • Have the participants share in the chat box some of the potential goals that came to mind from the previous activity. • Facilitate conversation about the answers in the chat box. Mention any common themes or any unusual answers. 	N/A


SLIDE 14	Break		
LENGTH	SLIDE	FACILITATOR	PRODUCER
15 minutes		<p>SAY:</p> <ul style="list-style-type: none"> • “Let’s take a break before we begin the next portion of our module. Grab a coffee and we will see you back in fifteen minutes.” 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the break begins. • Set a timer for fifteen minutes. • Give participants a five minute warning before break ends. • End playlist when break ends.

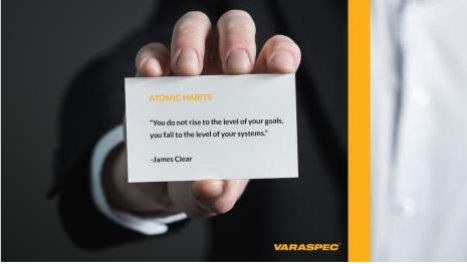
SLIDE 15	Define		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the define chapter. • Explain that in this phase we will be clarifying and defining our goals for 2023. 	N/A

SLIDE 16	Explain		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Define S.M.A.R.T goals as: <ol style="list-style-type: none"> a. Specific: The goal should be precise with no room for confusion. b. Measurable: The goal should be written in a way that is quantifiable and trackable. c. Attainable: The goal should be practical and achievable. d. Relevant: The goal should be relevant to your priorities, values and broader goals. e. Time-bound: The goal should have a predetermined deadline. • Give an example of a well-written S.M.A.R.T. goal. <ol style="list-style-type: none"> a. Specific: I am going to finish my first marathon. b. Measurable: I will run an hour on Monday, Tuesday and Thursday and three hours on Saturday. c. Attainable: I have finished a half marathon and can complete a full marathon with more training. d. Relevant: Running a marathon will help me stay fit and contribute to my overall goal of leading a healthy life. e. Time-bound: I will sign up for the marathon in San Diego on June 4, 2023. 	N/A


SLIDE 17		Write	
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to decide on one career and one personal goal they would like to pursue in 2023. • Ask the participants to write their chosen goals in the S.M.A.R.T goal format. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 18		Share	
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the breakout activity. • Explain that the participants will have five minutes to share their goals with a peer in a breakout room. • Ask the participants to help each other optimize their goals so that they utilize the S.M.A.R.T goal format. 	<p>DO:</p> <ul style="list-style-type: none"> • Prepare the breakout rooms while facilitator is explaining the activity. • Create breakout rooms with two people each. • Set a timer for five minutes. • Give participants a one minute warning before closing breakout rooms and returning to the PowerPoint presentation.


SLIDE 19	Program		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the program chapter. • Explain that in this phase we will be helping to support our goals by defining habits we can practice every day to make progress. 	N/A


SLIDE 20	Explain		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>SAY:</p> <ul style="list-style-type: none"> • “Habits are routines we perform without much thought. They can be productive or detrimental to our goals. If we develop good habits, reaching our goals will be less about willpower and more about automaticity, making our progress more efficient and effective.” <p>DO:</p> <ul style="list-style-type: none"> • Give example of a good and a bad habit as it relates to achieving the goal of running a marathon. <ol style="list-style-type: none"> Bad habit: As soon as you get home, you go to the couch to watch TV with a snack. It will take enormous willpower to get up and go for a run. Good habit: As soon as you get home from work you change into your running clothes and complete your training plan for the day. This habit is ingrained and you don’t have to fight with yourself because there is no other option. 	N/A


		<p>DO:</p> <ul style="list-style-type: none">• Explain how to start a habit according to “Atomic Habits” author James Clear’s Four Laws of Behavior Change.<ol style="list-style-type: none">1. Make it obvious. For example, lay out your running gear the night before in a visible location you will see as soon as you get home.2. Make it attractive. For example, select a beautiful route you look forward to visiting.3. Make it easy, easier than you think you should start. This way you will have less of an excuse to skip the habit. Building upon your established automaticity is easier. For example, decide your habit is to get changed into your running clothes and shoes as soon as you get home from work.4. Make it satisfying. This will be different to different people. For example some people will find it satisfying to keep track of their habit streak in a planner. Someone else might find it satisfying to give themselves a reward such as watching their favorite show after the run.	
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SLIDE 21	Write		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to narrow down and decide on one career and one personal habit to support them in attaining their goals. • Ask the participants to write their chosen habits in accordance with James Clear's Four Laws of Behavior Change. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 22	Share		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the breakout activity. • Explain that the participants will have five minutes to share their goals with a peer in a breakout room. • Ask the participants to help each other optimize their habits so that they utilize James Clear's Four Laws of Behavior Change. 	<p>DO:</p> <ul style="list-style-type: none"> • Prepare the breakout rooms while facilitator is explaining the activity. • Create breakout rooms with two people each. • Set a timer for five minutes. • Give participants a one minute warning before closing breakout rooms and returning to the PowerPoint presentation.


SLIDE 23	Schedule		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the schedule chapter. • Explain that in this phase we will be thinking through how and when to schedule our habits into our lives to lock in our commitment. 	N/A

SLIDE 24	Explain		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Read quote. <p>SAY:</p> <ul style="list-style-type: none"> • “We have set some specific goals and decided on which habits we will use to help us achieve them. Now let’s look at how we can fit these habits into our lives and schedule them in as if they were important appointments.” 	N/A

SLIDE 25	Write		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to work in their agenda or planner. • Ask the participants to block out time for their habit and work through what that looks like on weekdays and the weekends. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 26	Break		
LENGTH	SLIDE	FACILITATOR	PRODUCER
15 minutes		<p>SAY:</p> <ul style="list-style-type: none"> • “Let’s take another break before we begin the final portion of our module. We will see you back in fifteen minutes.” 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the break begins. • Set a timer for fifteen minutes. • Give participants a five minute warning before break ends. • End playlist when break ends.

SLIDE 27	Challenge		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the challenge chapter. • Explain that in this phase we will be confronting potential challenges to our goals, habits and plans and think through strategies and solutions to combat obstacles. 	N/A


SLIDE 28	Write		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to reflect and list in a 'brain dump' format any and all potential obstacles that may stand in the way of meeting their predetermined personal and career goals. • Ask participants to list possible challenges that may stand in their way of completing their predetermined habits. • Ask participants to list possible scheduling challenges that could hinder their progress. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.


SLIDE 29	Share		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> • Introduce the breakout activity. • Explain that the participants will have five minutes to share their challenge list with a peer in a breakout room. • Ask the participants to help each other brainstorm ways they could overcome those obstacles. 	<p>DO:</p> <ul style="list-style-type: none"> • Prepare the breakout rooms while facilitator is explaining the activity. • Create breakout rooms with two people each. • Set a timer for five minutes. • Give participants a one minute warning before closing breakout rooms and returning to the PowerPoint presentation.


SLIDE 30	Watch		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>SAY:</p> <ul style="list-style-type: none"> • “There are many strategies we can implement to overcome the inevitable obstacles that come our way. This is a short video about Jocko, a former Navy Seal who uses a strategic mindset to face any challenge.” 	<p>DO:</p> <ul style="list-style-type: none"> • Play video after facilitator is finished with the introduction. .


SLIDE 31	Survey		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>ASK:</p> <ul style="list-style-type: none"> • “How do you overcome challenge?” <p>DO:</p> <ul style="list-style-type: none"> • Introduce the survey. <p>SAY:</p> <ul style="list-style-type: none"> • “To participate in the survey, go to menti.com on your phone or computer and enter the code you see on the screen. Log your answer to the question. We will be able to see the results in real time here on the screen.” <p>DO:</p> <ul style="list-style-type: none"> • Go over the results of the survey. Point out any common themes or any answers that stand out. 	<p>DO:</p> <ul style="list-style-type: none"> • Share the Mentimeter survey when the facilitator has concluded explaining the activity. • Conclude sharing the survey results and share the PowerPoint presentation when the facilitator is finished explaining the results.


SLIDE 32	Share		
LENGTH	SLIDE	FACILITATOR	PRODUCER
10 minutes		<p>ASK:</p> <ul style="list-style-type: none"> • “How do you overcome challenge?” <p>SAY:</p> <ul style="list-style-type: none"> • “Let’s have some people share with our group at large.” <p>DO:</p> <ul style="list-style-type: none"> • Facilitate conversation with two to three volunteers about how they have overcome obstacles in the past. 	<p>DO:</p> <ul style="list-style-type: none"> • From the people with a raise hand icon, pull up one person at a time to talk with the group at large. • Make sure volunteer is unmuted.


SLIDE 33	Write		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes	 <p>WRITE</p> <ul style="list-style-type: none"> • Strategize to overcome: <ul style="list-style-type: none"> -personal obstacles -career obstacles -schedule obstacles 	<p>DO:</p> <ul style="list-style-type: none"> • Introduce the activity. • Explain that the participants will have five minutes to reflect and make a plan on what they will do when things start to get challenging. • Ask participants to make a plan on how to overcome obstacles they are most likely to face from their 'brain dump' list, focusing the strategy on challenges that may interfere with their personal and career goals. 	<p>DO:</p> <ul style="list-style-type: none"> • Start playlist when the activity begins. • Set a timer for five minutes. • Give participants a one minute warning before the timer finishes. • End playlist when the timer ends.

SLIDE 34	Account		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes	 <p>ACCOUNT</p> <ul style="list-style-type: none"> • INTRODUCE • ANALYZE • SPARK • THINK • DEFINE • PROGRAM • SCHEDULE • CHALLENGE • CONCLUDE 	<p>DO:</p> <ul style="list-style-type: none"> • Introduce the account chapter. • Explain that in this phase we will be making a plan on how we want to be held accountable by our peer. 	N/A

SLIDE 35	Explain		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>SAY:</p> <ul style="list-style-type: none"> “We have defined our goals, set up supportive habits, scheduled in our commitments and made a plan to overcome obstacles. Now we have reached the final step, accountability. Through accountability, we are held responsible for our actions, or lack of action. Through accountability, we are celebrated when things are on track. We are also reminded of our purpose when we slip up and encouraged to continue on.” <p>DO:</p> <ul style="list-style-type: none"> Read quote. 	N/A

SLIDE 36	Share		
LENGTH	SLIDE	FACILITATOR	PRODUCER
7 minutes		<p>DO:</p> <ul style="list-style-type: none"> Introduce the breakout activity. Explain that the participants will have five minutes to share how they define success as it pertains to their goals with a peer. Ask the participants to decide on an accountability strategy. This could be a number of things. One example is filling out a preset template on the progress of goals, accomplishments achieved and challenges faced. Ask the participants to decide on an accountability schedule. One example is to check in weekly by email and meet in person once a month. 	<p>DO:</p> <ul style="list-style-type: none"> Prepare the breakout rooms while facilitator is explaining the activity. Create breakout rooms with two people each. Set a timer for five minutes. Give participants a one minute warning before closing breakout rooms and returning to the PowerPoint presentation.

SLIDE 37	Conclude		
LENGTH	SLIDE	FACILITATOR	PRODUCER
5 minutes		<p>ASK:</p> <ul style="list-style-type: none"> • “Before we conclude, does anyone have any questions or comments or anything they would like to share?” <p>DO:</p> <ul style="list-style-type: none"> • Answer and questions participants may have. Engage in conversation with participants. <p>DO:</p> <ul style="list-style-type: none"> • Thank the participants for their participation and hard work. 	N/A

SLIDE 38	Thank You		
LENGTH	SLIDE	FACILITATOR	PRODUCER
2 minutes		<p>SAY:</p> <ul style="list-style-type: none"> • “On behalf of us here at Varaspec, we’d like to wish you happy holidays and a happy new year! Cheers!!” 	<p>DO:</p> <ul style="list-style-type: none"> • When the facilitator is finished speaking, close the meeting room.