



## Video Transcript: Managing a Group Session as a Solo Facilitator

**Susan (00:00):** Like a soloist in a choir, facilitating by yourself is your chance to shine.

[music]

**Audio Description (00:04):** Bringing Content to Life: Techniques for Effective Group Facilitation Video Series. A name tag lists the name Susan.

**Susan (00:11):** Managing a Group Session as a Solo Facilitator. Managing a group session by yourself has some challenges, but with proper planning and preparation, you can still create an engaging and rewarding experience for your session participants. This video explores techniques that a facilitator can use when they are facilitating a group session on their own. This video is part of a series on: Facilitating and Managing Groups. Facilitation is the act of leading or moderating a discussion.

This video series focuses on facilitation in a group session, like a meeting, training, team-building session, or educational program. As a solo facilitator, it's especially important to plan and prepare for your session ahead of time. To prepare, get to know your audience. Gather information about your group, like the number of participants, what participants expect from the session, and what knowledge they already have.

Then use this information to tailor your session to the specific group. Consider using participant registration forms or surveys to gather the information. Draft Session Objectives. Think through what you want your audience to take away from the session and any other outcomes you aim to achieve. Choose your tools. Participants may tune-out if the session is mostly you talking. So assess which tools in your toolbox will support you in keeping the content fresh and participants engaged.

**Audio Description (01:29):** Scene changes to a classroom where Susan is speaking to students while holding an anatomic model of the female reproductive organs in one hand, and a NuvaRing with the other.

**Susan (01:39):** So, do you know what this particular item is?

**Speaker 1 (01:41):** Yes, it's a ring?

**Susan (01:43):** Right, this is a ring. So this this particular one is known as the NuvaRing; there are other different versions. This one only lasts for a month. So there are some that would then be able to be reused for an entire year. Consider popular facilitation techniques like Icebreakers, Brainstorming, Group or Partner activities, Discussion, Energizers, and Storytelling. Create an agenda. Planning your time well can help you stay on track during your session. An agenda will be most helpful if it includes each activity, and how long it will take, your key points, and your transitions between activities. Even if you're following a curriculum, creating your own agenda will help you know exactly what to do while you're facilitating.

**Audio Description (02:24):** Katrina reviews an agenda written on a whiteboard.

**Katrina (02:27):** So from 9:00 to 9:30, we have our Welcome and Intro. 9:30 to 9:50 we have our Icebreaker. 9:15 to 10:50 will go over Module 1.

**Susan (02:38):** Rehearse your session. Once you've taken the other steps to prepare, take some time to familiarize yourself with the content and your agenda. Rehearse your session to get comfortable and make sure it flows well.

**Audio Description (02:49):** Susan hands Katrina a handout titled "Birth Control Method Options."

**Susan (02:53):** Try to come up with a few questions that you think participants may ask and prepare responses. Remember, facilitating by yourself might feel daunting, but with proper planning and preparation you can run an engaging and productive group session. Developed by the Reproductive Health National Training Center, RHNTC, and Fact Forward.