

## COFACILITATORS' INITIAL MEETING

### Background

- Review your answers of your profile with your co-facilitator.
- Discuss your past experience as a group member and co-facilitator.
- Explain some of your behavior patterns in group and what part of your style you would like to work on in this group.
- Together define your goals and expectations for the group and review the group's current guidelines.

### How to operate in group

- Decide who is doing what in advance Who will be the "main facilitator" & who will vibs watcher and observe group process.
- Begin with announcements, group guidelines.
- Have clear predetermined signals when one person hands over the facilitation responsibility to the other.
- Have a plan if your co-facilitator doesn't show or is late.
- Summarize when a member speaks for too long.

### Co-facilitation Agreements

- Where, when, and how will we deal with conflicts between us?
- What is non-negotiable for each of us as co-facilitators? (i.e. don't leave the room without warning, don't insist on having the final word, don't interrupt, disagree or takeover, etc.)
- Make sure that, combined, you are saying very little.
- Always talk afterwards about what you felt went well and could be improved.
- Provide honest, but gentle feedback, to your co-facilitator when asked.

### Ethics

- How do we handle the expression of strong emotions?
- How do we respond when someone abruptly leaves the room in anger or tears?
- How do we handle breaches of confidentiality?
- What do we do if a group member is having psychological difficulty and we are concerned about them?
- How do we maintain our boundaries in group?
- What is our responsibility after the group meeting is over?