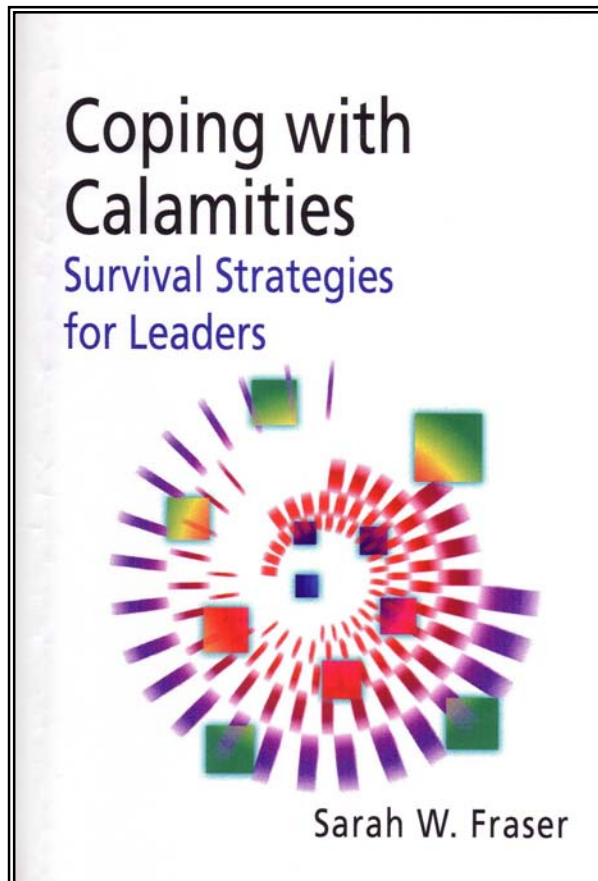


Welcome

This Facilitator Guide is designed to enable you, the trainer or facilitator, to run a short session lasting one and a half hours through to a full day workshop on the topic of *Coping with Calamities; Survival Strategies for Leaders*. Alternatively you can integrate the concepts and experiential exercises from this guide into other programmes that you deliver.



The content for this guide comes from a book of the same name. It includes fourteen case studies from everyday leaders in an ordinary community, and how they coped with what they considered to be ‘calamities’ in their lives. Their lessons, learning and advice are analysed and shared.

You are encouraged to provide a copy of this book as material for your workshop participants, especially if you are running a full day event. Profits from the book, a minimum of £5.00 (approximately \$8.00) are donated to “Rotary Foundation” towards the worldwide project for Eradicating Polio. At the time of publication, each book contributes towards immunising around 15 children. Purchasers of this training pack receive a 15% discount off the retail price of the book.

A copy of this book is provided in your pack. The page numbers on the *Survival Strategies* Game Cards refer to the pages in this book. To order more copies of the book, email contact@sfassociates.biz

The book is an easy read and provides a management perspective. This guide goes a couple of steps further. It introduces a theoretical model around which a series of experiential tasks are then based. It is through this **discovery** method of learning that both the book and the real understanding of *Coping with Calamities; Survival Strategies for Leaders* comes to life.

Experiential learning is designed to be a rapid and fun way of learning; one which appeals to our basic and fundamental nature. It works best when we relax and let it happen - enjoy, and please experiment ☺

Getting Prepared

Who is your target audience?

Everyone is a leader and everyone experiences calamities. But not everyone wishes to share their experiences of calamities outside their peer group. So your main consideration is to think about peer grouping. Bring together middle managers. Bring together chief executives. Bring together a group of pharmacists. Bring together a group of engineers. You may find it wise not to mix the groups. There may be special occasions when it may be appropriate to bring multidisciplinary teams together, though this should perhaps be the exception to the rule.

How many in your group?

This works best when you have at least six to nine people as you then have enough to hold a useful and interesting discussion, especially if it is a short session. For longer sessions a minimum of twelve is better. A maximum of twenty-five to thirty is recommended.

How long is your session?

The minimum time for learning is around an hour and a half and you can build some of the sessions from this guide into other development programmes that you are running. Half-day workshops on this topic work well, especially as the content can be stretching and may require some time for reflection. Full day workshops are possible if you include all the material in this guide and provide adequate rhythm and pacing in your agenda to suit the learning styles of your participants.

What other materials are required?

It is possible to run a full day workshop without the need for any overheads, PowerPoint, laptops or other technology! This may provide a welcome relief (and surprise) for many participants, and may also provide you, the trainer, with the opportunity to develop and enhance your interactive facilitation skills. You will find it brings you much closer to your audience and you develop a far more intimate relationship and their attention is focused more closely on you, rather than a distant screen.

You will need:

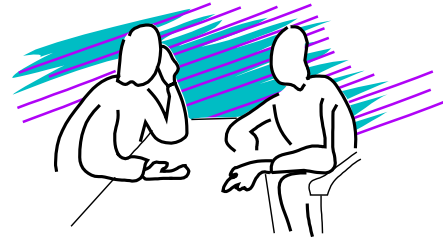
- A quiet room with round tables that enable discussion (lots of it!)
- Space in the room for participants to move off to talk in pairs / triads
- Flip chart

The topic is about “Coping with Calamities” and no doubt you will have a few ‘calamities’ to cope with as the workshop progresses, that you will be able to use as live material (things like, lunch not turning up, mobile phones going off unexpectedly, running out of flipchart paper etc.)!! ☺

Task 4: Survival Cards - Hinders

Description:

With the cards laid out on the table in front of them, each member of the group privately chooses three of the strategies on the cards that they feel generally would not be ones that they would personally use. They write these down. Then, when everyone has chosen their three 'hinders', the whole workshop group pairs off to discuss why. OPTION: Return to tables to discuss reflections of why some strategies seem not to work for them personally.



Purpose:

- Enable comfort with the notion that it is entirely appropriate, and indeed necessary, for coping strategies to be personalised
- Initiate discussion on personal and difficult issues in a safe way

Process:

This needs enough space cleared on the tables and can be used if you have a large group as the cards are easily shared across large numbers, as long as they can see them.

Follow the directions from the description above. As an experienced facilitator you will be able to work a number of variations on this theme. For example, rather than pairs you can use triads, though pairs may find it 'safer' to share.

This exercise needs at least 45 minutes and perhaps longer, especially if you choose the option at the end.

Debriefing:

Some questions to stimulate discussion:

- Were there any patterns in your hinders; were they all tasks or self or relationships? What might that mean for you?
- Were there any common ones in the group? Any reasons for this?
- Were there any surprises in what you have come up with as your 'hinders'?