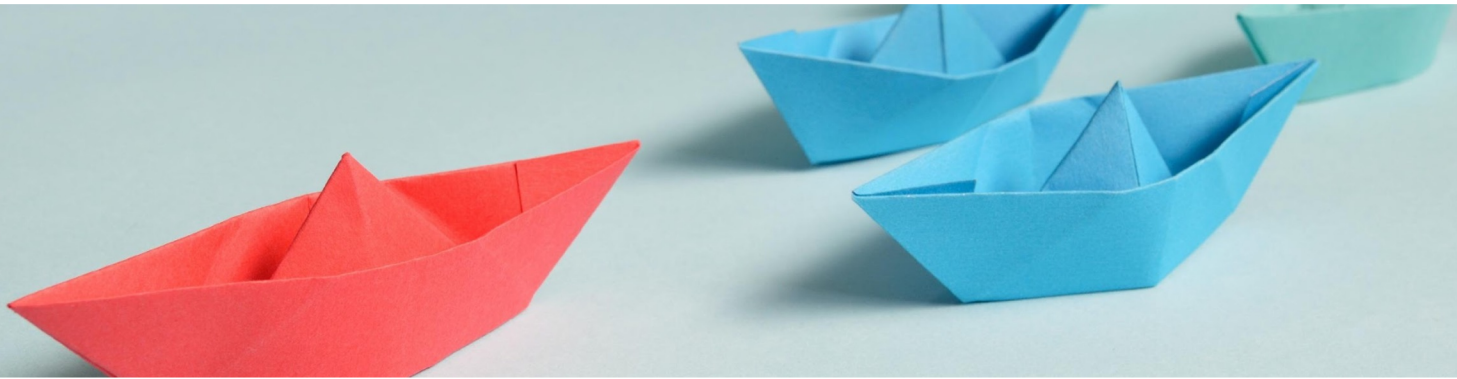




How to facilitate a Change Club - Positive Leadership

Shedding light on change from the facilitator's point of view



WHAT IS EXPECTED OF A LEADER?

As a facilitator, you take on a special leadership role. On the one hand, you (alone or with a second facilitator) convene the club and support the process, which requires a few management, organisational and communication skills. Also, you have the wonderful opportunity to guide a group with similar goals and desires through selected topics and activities that can lead to personal and hopefully, systemic change and growth.

On the other hand, you are also a participant of your club. You are not expected to be an expert or a teacher for the group. Rather, leading a Club offers you the unique opportunity to be a learner: of the facilitation process, the science behind climate change and the things we can do to change it. Facilitating a Change Club gives you an opportunity to learn about yourself and learn through others.



TIPS:

Start with empathy and active listening:

- **Pay attention:** One of the most important things you can do when practising empathy and active listening is to fully pay attention to the person speaking. Focus on their words, body language, and tone of voice.
- **Don't interrupt:** Avoid interrupting the person who is speaking, even if you disagree with what they are saying.
- **Use body language:** Use nonverbal cues like nodding your head, maintaining eye contact, and leaning forward to show that you are engaged in the conversation.
- **Ask open-ended questions:** Ask open-ended questions that allow the person to elaborate on their thoughts and feelings. This can help you gain a better understanding of their perspective.
- **Reflect back:** Repeat what the person said to confirm that you understand their point of view. This can also help the person feel heard and validated.
- **Avoid judgement:** Try to approach the conversation with an open mind and avoid making assumptions or judgements about the person or their situation. This helps to create a safe and supportive space for them to share their thoughts and feelings.

Ask questions:



Open-ended questions can lead to wonderful things. It allows people to think, feel and digest what they're going through.

- Start with “Who”, “What”, “When”, “Where”, “Why”, & “What for”. Open-ended questions often begin with “what” or “how” and are not answered with “yes” or “no”. This encourages the person to give a more detailed response and can lead to a deeper understanding of the issue.
- **Focus on feelings and experiences:** Ask questions that focus on the person’s feelings and experiences rather than just the facts. This can help others gain clarity and insight into their emotions and motivations.
- **Be curious:** Approach the conversation with a curious mindset, and ask questions that are genuine and authentic. This can help build trust and rapport with the person, which can lead to more meaningful conversations.
- **Avoid leading questions:** Avoid asking questions that lead the person to a particular answer or point of view. This can limit their perspective and prevent them from exploring their thoughts and feelings in a more open and honest way.



More facilitation tips:

- A nice, friendly and open atmosphere is key to the success of a Change Club. Promote a spirit of camaraderie, mutual support and motivation. Also, it is important to be self-motivated and transmit positive energy.
- Plan the meetings, prepare and distribute the invitations in time, and anticipate possible alternative scenarios.
- Propose members to alternate in leading the meetings.
- To start the meeting, think about short “check-in” or “ice-breaker” activities that bring along all participants at the beginning. You can find support in the [Starter Kit](#) documents.
- Think of ways to bring nature into your meetings ... or bring your meetings out into nature.
- Always keep the motivation of the group high. Try to make the meetings entertaining, e.g., include challenges, an external contribution (short video, etc.), joint activities and other things that bring joy. You can find inspiration in the [Starter Kit](#) documents.

Reflect on your role as a facilitator

Go into every session with a [growth mindset](#). Be sure to make each session an opportunity for learning and to reflect on your facilitating skills.

- **Reflect on the session:** Take some time to reflect on the session immediately after it ends. Think about what went well and what could have gone better. Consider what insights you gained from the session, and how those insights might be useful in future sessions.
- **Ask for feedback:** Ask your group members for feedback on the session. Ask them what they found helpful and what they didn't find helpful. Consider their feedback when reflecting on the session and planning for future sessions.
- **Review your notes:** Review the notes you took during the session. Look for patterns or themes that emerged during the session. Consider how those patterns or themes might be useful in future sessions.
- **Seek peer support:** Connect with other facilitators and support each other and share insights. Discuss your sessions with them and ask for their feedback.

If you or your clubmates are having difficulties in the process of change to sustainability. Remember to read the frequently asked questions when dealing with change from the [Starter Kit](#).

RESOURCES:

- [What makes change difficult](#). Psychology Today.
- [Active listening skills](#). Psychology Today.
- [How to build rapport](#). Better Up.
- [Coaching questions](#). Positive Psychology.
- [Immunity to Change: How to Overcome It and Unlock the Potential in Yourself and Your Organization](#) ([Amazon](#)).
- [Be a Vibrant Club](#). Rotary.
- [Being the Change](#). Claudia Madrazo and Peter Senge.
- [The art of facilitation...the art of learning](#). Hana Jumah, Generations for peace volunteer and facilitator.
- [Openings-safe space and closings](#). We rise - Materials used by JASS facilitators to create safe and productive processes, engage participants and creatively summarise discussions (downloads in English and Spanish).
- [How To Build Trust on Your Team in 7 Steps](#). Indeed Editorial Team.
- [Why Mindset Matters?](#). The Mindset Works.
- [The Power of Believing that you can Improve](#). TED.



If you have any further questions
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