



How to facilitate a Change Club - The Process

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



FACILITATOR(S)' MAIN TASKS:

- Scheduling and guiding the meetings.
- Enabling a safe and pleasant environment.
- Motivating members.
- Keeping the group together.
- Encouraging everyone to have a good time.



Facilitators are **not expected to be an expert or to know everything**, but rather to support the group members in achieving their goals of sustainable changes.

SUPPORT MATERIAL:

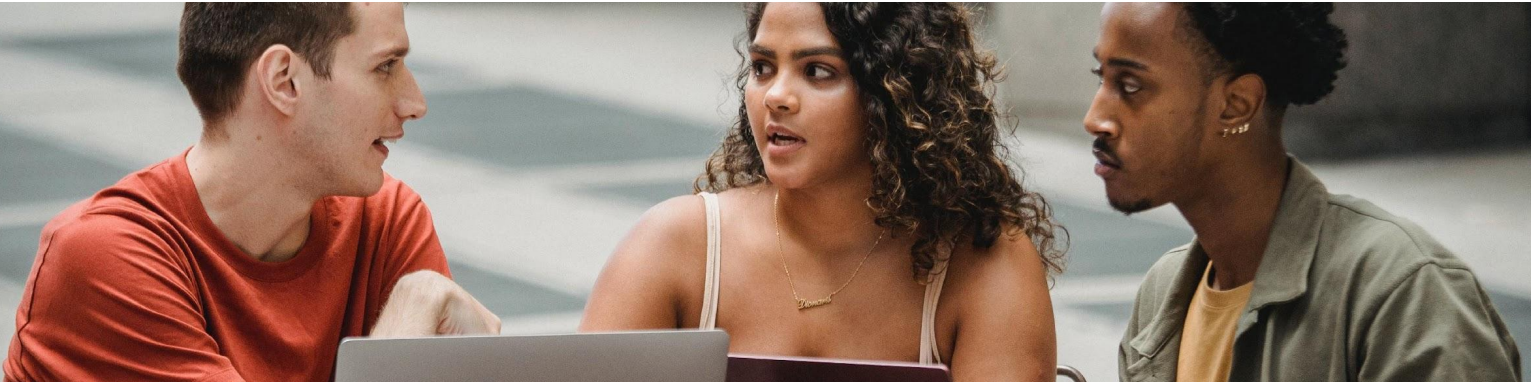
Change Modules:





Change Modules

- 9 Change Modules, comprising the most important areas of our lives and where we can have a positive impact.
- The Change Modules have been prepared using the latest scientific research. They contain information on why the topic is important and recommendations for action.
- All modules follow the same structure:
 - a) Why is the area important?,
 - b) 3 steps that have the biggest impact,
 - c) 3 easy-to-dos,
 - d) which Goals for Sustainable Development are being addressed if we take action, and
 - e) additional resources and information.
- Some recommendations involve actions that members can do by changing their habits. Others involve structural and longer-term changes (especially housing and finance). This should be taken into consideration while choosing the modules.
- Each club is invited to use the Change Modules for inspiration and guidance, or simply as a starting point.
- We recommend focusing on each module for at least one month.



DYNAMICS:

Club Meetings:

- The facilitator should send the invitation and the meeting's agenda on time. You can find some templates in the [Starter Kit](#) that can be adapted as desired.
- Start the meetings with something fun! You can get some ideas for ice breakers for your meeting [here](#).
- In case it's the Club's first meeting, decide on the frequency and modality of the meetings and how to organize the exchange of documentation in the Club. We recommend meeting at least once a month.
- Take some time for an introduction, some members may wish to share their motivation and experiences. Make sure everybody gets a chance to talk.
- Members should decide how to calculate their footprint. E.g. with [WWF](#) or the [UBA](#). You can find more information on [Use a Carbon Footprint Calculator](#) from the Starter Kit.
- The Club members choose the [Change Module](#) they want to begin with and review its content. Everyone should choose a step and make a commitment regarding how they want to achieve that step (example: I pledge to eat red meat no more than twice a week). Facilitator(s) should also make a pledge.
- In the subsequent meeting, everyone exchanges their experiences, and discusses their progress and the challenges faced.



Keep track of the progress:

- Members can track their actions, goals and daily achievements with our [Action Tracker](#).
- We recommend that all members use the same tracking system, so that it remains easy to compare the progress made.

Motivation and fun are key!

- Always keep the motivation of the group high. Try to make the meeting entertaining and remind members why they want to make changes in their lives.
- Members can also use [Eevie](#) to enhance engagement while planting trees. The facilitator should provide to the Coordination Team the list of the members' emails that want to use the app to stay motivated.
- Ask members for ideas and take turns in establishing a nice atmosphere. Having fun goes a long way and is a key change enabler!
- Remember the why: You can check the [Big Why](#) exercise from the Starter Kit, and/or get more information on why is our individual action important for solving the Climate Crisis [here!](#)

Starter kit

- The [Starter Kit](#) is available for all members and facilitators, in which additional resources and information are provided that may be used as a guide and support in the Change Clubs' process.



If you have any further questions
please [contact](#) the Coordination
Team or you can write to
info@changeclubs.global