



Americana Leadership College

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KEYS TO A SUCCESSFUL GROUP EXPERIENCE

Organize! Be organized ahead of time. Be sure to have all the materials you need for the group.

Goals! Set your goal. When you review the techniques and study to be used, have firmly in mind the goal and the theme of the session based on the needs of the group.

Guidelines! Be persistent about staying within the guidelines of the group manual.

Guidance! Stay alert to guidance, check and recheck.

Stay detached! Do not respond emotionally to what is shared; give approval, disapproval, or comments of right or wrong, sympathy or advice.

Timing! Be sure the meeting begins and ends on time to make best use of the energy. Being slack in this area will disorganize the goal of the meeting. Do not linger after the group meeting or socialize.

Keep the pace! Keep the energy moving. Move from one section to the next without getting bogged down.

Keep it light! Remember not to get too serious or take things too seriously – stay relaxed and positive.

Speak up! Speak in a clear tone of voice and be sure all participants speak loudly so everyone can hear what is said.

Feelings! Have them share their personal experiences and feelings without comparison or comment to other participants.

Patience! Remember, everyone learns at a different pace. Keep the sharing's to a minute or less.

Be alert! To key phrases or words. All participants will want to have a notebook with them, so they can log insights from the meditation and technique work for their personal use.

Be aware! Value your group work time. Each person has equal time to share.