

## **Holding a group session to attend the Habit Mastery training? Here are a few tips...**

1. There is a workbook for the training. Have extra copies on hand, so that those who need or want a copy can have one.
2. Have extra pens and pads of paper available for those who might need them.
3. Snacks and coffee are always welcome. Plan ahead to have these available.
4. There will be multiple breakout sessions during the training. During these breakout sessions, people will have the opportunity to discuss key topics and how they relate to them. The ideal size for these discussion groups is around 5 people. There will NOT be a lot of downtime before or after the discussion breaks, so take a few minutes to plan the quickest way to split up into smaller groups and return to where everyone can again see the training.
5. The training will last 2 hours and there will be no breaks. However, given the multiple breakout sessions and other interactions, we hope that the training will feel fast and enjoyable. You may want to encourage people to take their bio breaks as they need them but to return quickly so they don't miss out on key information. Some people may also find that standing makes it easier for them to pay attention, so encourage them to find a place where they can see and hear the training.
6. There will be multiple times during the training where attendees will be asked to type in responses in the chat box. You can use this as an opportunity to ask the group to share their responses. If you want and are able, you can type some of those responses in the chat box. If not, that's ok.
7. The group will take their cue from you. Please present the training in the best possible light and as an opportunity to take your leadership skills to the next level.