

too. The effect should be like a starting gun. Once popped tell them to each read their sheets and do what it says on their sheet.

5 min.

Processing

What was hardest part about acting assertive? *Get answers.* What was easiest? *Get answers.* Why? **Tell them that the parts that were uncomfortable can be practiced every day -- dry cleaners melt your buttons, stand up, look in eye, lower pitch of voice and say "I understand..."; food is cold at restaurant, same. Tell them that that stuff really causes people to take action and change because it's not attacking and you look/sound so sure of yourself.**

30 min.

Objective Be able to use their Work Group Charter as a tool to keep the group on track.

Introduction

One more tool you have at your disposal to keep your Work Group's difficult behaviors and all members on track your Work Group Charter.

Facilitator Instructions



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Your Charter is a tool that mixed with **pg. 18, Preparing for Work Group Meeting**, methods to recognize the way people like to communicate and modify, skills of active listening, ability to observe trouble brewing, knowledge of preventive techniques and method for being perceived as assertive give you a great system and allows you to be a great Facilitator!



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Tell them to stay in their taco group but that they've all decided to be vegetarians so have all the meats leave their taco group and be in one group. Give handouts #4, 4a, 4b (Buying Equipment) and tell them not to let anyone else see and follow instructions on handout.

Processing

Pg. 19 Work Group Self Evaluation. What things on this page did your Work Group do? **Let them shout out.** What didn't do that would have made the interaction more effective? **They'll shout *it's a system, it can be foolproof so you can check off many of these with practice.*** Make lots of copies of p. 19 and use after every Work Group meeting.



It's a foolproof system with practice. Imagine never losing at tic-tac-toe even blind folded. **Each of their handouts #4 - 4b has a tic-tac-toe border. Put on blind fold and get a volunteer to assist you. Ask them to choose which they'd like to be, Xs or Os. Say that since you are blindfolded you know they'll be happy to put your mark where you tell and that you'd like to go first and put your mark on the center square. Tell them to then mark their mark and tell you where they put it. For your next move:**