

BEYOND WAR STUDY SERIES

FACILITATOR'S GUIDE

DRAFT OCTOBER 2004

OVERALL GOALS FOR BEYOND WAR STUDY SERIES

1. To introduce the participants to the **Foundational Ideas of Beyond War**, and provide an environment in which they can explore and meaningfully internalize them:

- **War is obsolete**
- **We all live on one planet (We are One)**
- **The means are the ends in the making**

2. To introduce the participants to the **Behavioral Implications of Beyond War** and provide an environment in which they can explore and meaningfully internalize them:

- **I will resolve conflict. I will not use violence.**
- **I will maintain an attitude of goodwill. I will not preoccupy myself with an enemy.**
- **I will take initiative and respond to conflict using these implications even when others are lost in their fight or flight reflexes.**
- **I will work together with others to build a world beyond war.**

3. To introduce the four categories of what peoples and nations can do instead of war promoted by Beyond War, and to provide participants with more in depth information about these categories so that they will advocate for them.

- **nonviolent conflict resolution processes**
- **appropriate foreign aid**
- **international law**
- **cooperation and collaboration between nations**

4. To present the idea that each individual can be a unit of social change while providing an environment in which each participant can explore how he or she might choose to participate in that change.

5. To provide an environment in which participants can learn, bonding with others who may want to work together to build a world beyond war.

Review the sequence of activities for each session outlined in this Guide and be sure you are clear about their relationship to the overall goals of BW as well as to the goals and objectives of the specific session.

Locate all needed materials. Be sure equipment is in good working order.

Post an agenda of the session's activities in the order in which they will take place. Include suggested time allocations and be prepared to appoint a timekeeper for each session.

Double-check that the space is comfortable and conducive to conversation. Facilitate whatever needs to be done regarding refreshments, if any.

DURING EACH SESSION

Maintain group focus

It is the facilitator's job to refrain from participating in debate, focusing on keeping discussions on track. A meeting that lacks focus quickly becomes inefficient and frustrating.

- 1. Separate yourself somewhat (as facilitator) from the discussion.** Try not to add a great deal of content to the discussion. As facilitator, your role is to focus on the process. If you know that you have a strong personal stake in the topic at hand, find another person to facilitate the discussion. It is important that people do not give your opinion more weight because you are acting as facilitator.
- 2. Keep the issue clear and manageable.** Start the discussion with a time for clarification about the focus question(s). This is a time for people to make sure that they understand the topics to be discussed. Refer often to the session's agenda with its activities and topics for discussion that you have posted where everyone can see it.
- 3. Help ensure that people stick to the topic.** Keep a "parallel agenda" if unrelated issues and topics come up. Jot down notes of concerns. Later, you can ask if the group wants to add them to a future session's agenda.
- 4. Keep the meeting moving. Be aware of time.** Set time limits for each agenda item. Work with a time-keeper. Remind people how much time remains. Remind them that they can continue to talk about the topic with friends, family and colleagues outside the session.

4. Refer to points and proposals by titles, not the names of the person who presented them. Use the catchy phrase "ideas, not names!" Remind people that it is the idea, not the person, that is important to the issue.

5. Make the space comfortable. Show up early and arrange the room.

Establish Group Agreements

Not only does the facilitator have a key role in BW meetings. So do all participants! The following page on self-facilitation provides ideas about what individual group members can do to make a group work well together. These suggested agreements have been included in the BW Study Guide but could also be written on large paper and posted in your meeting space.

General Format of the Sessions

Sessions will vary in format and content depending on the concerns of the group and your strengths and preferences as a facilitator. The following is a template that has been used to develop a number of the sessions of this seminar series. It is presented here to give you with some sense of what each session is intended to provide.

Review of the agenda for the session

Check in/warm-up activity (around the circle)

Discuss assigned readings and activities and synthesize with previous knowledge

Introduction of Treasure. A treasure is something new such as a video, poem, picture or a group activity.

Debrief

Looking ahead

Sessions held during the day might benefit from a 15 minute break at some point in the session. Evening groups typically run well if conducted continuously for the full two hours. Individuals would, of course, be encouraged to take breaks as needed.

Beyond War Study Series Pilot
Participant Evaluation of Individual Session
Thank you for taking time to help improve this session!

Session # _____

Name _____ Date _____

Location of group (City, State) _____

1. What did you learn from this session and the related readings that is especially important to you?

2. What was your favorite part of this session? Why?

3. What was the weakest? Why?

4. What recommendations do you have for improvement of this session and/or why? Please provide the facilitator with a copy of any articles that you would add to the readings.

5. What else would you like us to tell us?

GUIDE TO THE STUDY SERIES PROMOTION PACKET

Greetings!

This packet has materials that are useful for setting up and facilitating a Beyond War Study Series. We also invite you to call (541-485-0911) or email (beyondwar@beyondwar.org) the Beyond War Office for clarification or discussion about any of this information.

In addition to this packet you will receive a **Study Series Study Guide** with the readings for nine two hour sessions, and **Study Series Facilitation information**. Before making copies of the readings, please contact the Beyond War Office so that you can receive the most current one-sided originals.

Contained in this packet please find:

- “Steps to Provide the Study Series”
- Overall goals for the Study Series
- The Table of Contents of the Study Series
- The Foundational Ideas and Personal Imperatives that are the “DNA” of Beyond War
- “Dialogue and the 95% Rule” an example of one of the communication tools in the series
- a “Contact Information” page, useful in gathering information about people who may wish to participate in the Study Series

PLEASE NOTE: You will need the PowerPoint CD from the Introductory Presentation as well as the BB’s demonstration from that Intro. Pres. for this series. You will also need copies of two CD’s 1) “Listening” and 2) “Greg Mortensen” both are available from the Beyond War Office.

You can contact Beyond War at beyondwar@beyondwar.org and 541-485-0911.

STEPS TO PROVIDE STUDY SERIES

1. Identify people who may wish to participate.
2. Contact these people and learn about their schedules.
3. Promote the series to other people, using promo materials available in this packet and electronically from the Beyond War Office (You may be able to use some email—and telephone calls are usually needed).
4. Schedule the study series (ask people to save two additional meeting times in case there is a reason to postpone 1 or 2 mtgs)
5. Secure a location for the meetings—email maps to participants.
6. Call each person to connect & to answer any questions.
7. Prepare the Study Guides using originals from Office.
8. Read the Facilitator Guide.
9. Read the Study Guide at least two meetings ahead of the group.
10. Facilitate the meetings.
11. Read Evaluation Forms (provided) after each meeting in case you need to talk to a participant about something.
12. Send the Evaluation Forms to the Beyond War Office within a week of the end of the series so that the feedback can be used to improve future Study Series.

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