

Week 1 Leaders Guide

Facing the Effects of What Happened

There is a guide like this for each session. Please use it in conjunction with the Leaders' Training Notes and Technical Training Handout.

The key points this week are to:

- Give guests the warmest of welcomes and set the tone in the groups for open conversation where everyone feels comfortable contributing
- Help get guests comfortable with their tech set up
- Host warm introductions and a short introduction to yourself and your helpers
- Allow guests to feel the pain of their situation and let them know there is hope

The most important thing this evening is the introductions. So flex the time to let these overrun if needed. But finish on time so guests can leave at 9.30. You can ask people to watch the final personal story in their own time rather than finish late.

1. Outline Timetable:

6.45	Leaders set up the zoom call (allow extra time for this on the first night)
7.00	Welcome and help guests set up their tech
7.15	Group leader introduction part 1 - 'check the tech' and confidentiality (10 mins)
7.25	Video 1- Welcome and Introduction (15 mins)
7.40	Group leader introduction - part 2 (5 mins)
7.45	Group discussion – 'How did you come to be on the course?' (20 mins)
8.05	Video 2– The pain of relationship breakdown (10 mins)
8.15	Group exercise – 'What feelings are you experiencing?' (10 mins)
8.25	Video 3– Dealing with these feelings
8.35	5-minute comfort break

8.40	Video 4– Holding onto hope
8.50	Group discussion – ‘What practical things do you find helpful for day-to-day survival? What would you like to get out of this course? (20 mins)
9.10	Video - Conclusion and personal story
9.25	Finish

Video link: <https://youtu.be/mykivbVOSv8>

Handouts to be sent after this session: Abuse, Anger, Depression

[Week 1_Abuse_Handout_220421.pdf](#)

[Week1_Anger_Handout_22042.pdf](#)

[Week_1_Depression_Handout 200421.pdf](#)

2. Background

- Guests will have had a personal email explaining that you are their host and giving a Zoom login link and start time of 7 pm.
- They have been asked to contact the info@restoredlives.org email address in case of difficulty. Kathy will be checking this email during the evening to help anyone needing help logging in.
- Guests will have been sent a copy of the Restored Lives book and workbook.

3. Facilitating the session minute by minute

6.45pm Host sets up zoom call

(Note: Helpers and guests use the login sent to them the previous day by email)

- As you open the call open the chat and set the ‘send message’ function either to ‘host only’ (if you want your guests just to communicate with you privately) or ‘everyone’ if you want all guests to see all messages

7.00pm Guests join

- As guests join
 - welcome them and thank them for coming

- start a neutral conversation about their day or where they live
- check which device they are using
- encourage them to organise their kit so it is easy to see their face (height, light, sight) and hear them comfortably
- show them how to add their name to their photo
- the course runs best on a laptop or tablet so encourage people to switch or use a laptop next week if they can

7.15pm Group Leader Introduction1/'check the tech' (10 mins)

- Welcome everyone and thank them for coming. Reassure people that it takes courage to come and that they are in the right place.
- Explain how to
 - use the gallery and speaker views
 - mute yourself (ask everyone to mute while not speaking)
 - turn off your video
 - use the hand sign if you want to speak
 - open the chat function and post a message to the group or to the leader
 - encourage guests to use the chat during the evening
- Check everyone has received the Restored Lives book and Workbook. Suggest they bring the workbook each week and encourage them to read the relevant chapters.. The book has more detail and some helpful stories and the exercises can be a great way to work through issues.
- When everyone is ready explain the format for the rest of the evening - a mix of videos interspersed with introductions and group discussion. We will have a short comfort break around 8.30 and finish by 9.30.

7.25pm (or as soon as the group is ready) Video 1 - Welcome and Introductions (15 mins)

- Explain to guests that we will now watch the first section of the video
- Ask them to switch off their video and mute themselves
- Share your screen <https://youtu.be/mykivbVOSv8>
- Play the video to the first 'pause' at the 16.04 minute mark

If you have low bandwidth then guests will need to access the video via a link in the chat. Instructions are attached as an appendix to this guide. You will need to allow time to explain this to guests if they are not familiar with switching screens.

7.40pm Group leader introduction 2 (5 mins)

- Re confirm the principles of confidentiality and participation for small groups
 - Everything said in the group should stay in the group
 - Guests should not have people/children in the room with them who can hear what is going on. If this is a practical challenge, encourage guests to use headphones. No recording or taking screenshots.
 - Everyone is encouraged to participate and their views should be listened to and treated with respect.
 - In particular, this is a course for people of all faiths or none so guests need to be respectful of the variety of views.
 - It is normal to feel sad, tearful and/or be emotional - we will not ask you to explain why - feel free to put yourself on mute or turn off your video if you feel uncomfortable
- Explain that as a leader it is your role to make sure everyone has time to speak. Say something like

“So you will find that I often interrupt you. I apologize in advance for that but it is part of my role - to make sure we have a good free-flowing conversation. If I feel that someone has a lot more to say than we can share in the group then I or one of the helpers will make sure that you have that time to speak but it may be outside the group session.”

Ask for the group's agreement to these. This will make it much easier to 'enforce' later.

7.45pm Group discussion - *'How did you come to be on the course?'* (20 mins)

- If you need another question ask ***'What do you want to get out of the course?'***
- Include your own 1 minute precis first
- We suggest you ask one of the helpers next. They can then model an appropriate 1 minute answer which others often naturally copy.
- Don't drift into your own story but encourage and release others. Minimise what you say. Every minute you speak is a minute less airtime for one of our guests.

8.05pm Video 2 - The Pain of Loss

- Watch the video from 16.04 to the next pause at the 23.27 minute mark

8.15pm Group exercise - *'What emotions have you experienced?'* (10 mins)

- Capture these either by writing them on the whiteboard or by asking guests to write them in the chat.
- Either way, it is helpful if you repeat them out loud to validate what a guest is feeling.
- If guests are not forthcoming, have helpers contribute.
- Encourage people to add as many as possible, fill up the whiteboard or flood the chat!
- Encourage positive feelings as well as negative
- Add some or all of the emotions listed below to your chat to illustrate other emotions expressed during one of our previous courses:

These emotions were expressed on one of our evenings: anger, shame, loneliness, regret, fear, revenge, sad, loss, shocked, alcoholic tendencies, bad tempered, antagonistic, not focused, like a fraud, suicidal, tired, selfish, jealous, bitter, nomadic, frustrated, grieving, a burden on others, numb, unreal, feelingless, bereft, in limbo, determined to cause pain, unwanted, disappointed, scared, disbelief, going mad, black marked, untrusting, cynical, commitment, annoying, fragile, another statistic, mourning, confusion, lost, betrayed, guilty, alone, hopeful, dejection, abandoned, failure, used, misunderstood, helpless, vengeful, anxious, restless, murderous thoughts, depressed, freedom, lighter, relief, second chance, happy, excited, good riddance, own time, own money, better sleep, cleaner, found own identity, tired, childish, unkindest cut, recovery, refocused, peaceful, centred, re-energised, rediscovery, sexually frustrated, too many choices, isolated, responsible, cheated, distracted, matronly, overwhelmed, pathetic, ugly, swinging emotions, burdened, envy, self-pity, disorientated, protective, regretful, poorer, wasted time, fear of future, devastated for children, tearful, labelled, unacceptance, victim, unlucky, aged, stressed, lost identity, sleepless, lack of confidence, loathing, volatile, aggressive.

- Summarise by reiterating that while painful, this exercise helps us identify the precise source of our pain - a precursor to recovery.

8.25pm Video 3 - What do I do with these feelings? (15 mins)

- Watch the video from the 23.27 minute mark to the next pause at the 33.12 mark

8.35pm Comfort break (5 mins in)

8.40pm Video 4 - Holding on to Hope (10 mins)

- Watch the video from the 33.12 minute mark to the next pause at the 40.26 mark.

8.50pm Group discussion - *'What practical things do you find helpful for day-to-day survival?' 'What would you like to get out of this course?' (20 mins)*

If you need another question

'How do you feel on a points score between 1 and 10, where 1 is the worst ever and 10 is the best ever.'

9.10pm Video 5 - Conclusion and Personal Story (15 mins)

- Watch the video from the 40.26 minute mark to the end 54.08 minute mark

9.25pm Goodnight

- *If you have time, ask guests "What did you think about the story on the video?"*
- Thank guests for joining and take any questions
- We will send you 3 useful handouts by email on Abuse, Dealing with Anger, Depression. Encourage guests to look out for them.
- The same email will have the leader's email address. Reassure guests that they can keep in touch with you by sending an email
- Explain you plan to set up a WhatsApp group for the group so that people can keep in touch during the week and to let people know any course admin. If guests don't want to be included then they should let you know.
- Explain the login for next week will be the same as for today and guests will get a reminder email.
- Explain that this first week can be very hard. Guests may feel emotionally bruised in the next couple of days. This is quite normal.

9.30pm End the zoom call

Out of hours chat

You are welcome to invite guests to stay longer for a more informal chat. Some leaders/guests enjoy this and some are exhausted so see what works for you and your group.

9.35pm Leader/helper debrief

- Capture the list of emotions raised to use in week 6
- Discuss anyone you are concerned about or want to get in touch with during the week. There may be someone who could do with some tech advice.
- Decide who will 'kick start' the WhatsApp chat

Most importantly leaders check in with your helpers, either this evening or later in the week. What did they find challenging? Is there anything they want to talk through?

Instructions for showing the video by sharing a URL link

You will need these instructions if your bandwidth will not support sharing your screen.

You will need to give guests the link to the video via the chat. E.g. Week 1

<https://youtu.be/mykivbVOSv8>

Explain these instructions all the way through to guests and make sure they understand them before you start the film (and they go off-camera).

You need to

- Paste the video link in the chat
- Ask guests to turn off their video and mute themselves
- Guests should click on the link
- They should NOT close zoom
- The film generally opens simply by clicking on the link. On some devices, the guest will need to copy and paste the link into their browser. In some cases, they need to highlight the link and then right-click and open URL
- The film can take a few minutes to load.
- When they reach the first blue PAUSE HERE prompt they should pause their video, leave the film open and return to the zoom call. This is most easily done by minimising the film screen
- Ask guests to switch their camera back on (but stay on mute) once they have finished watching the first section
- Let guests know that if they have any difficulty during the film they can contact you via the chat function
- Check everyone is happy with these instructions and has successfully accessed the video before asking guests to watch the first 15 minutes of the video up to the prompt clearly marked on the video (atminute mark).
- Reassure them that if they are unfamiliar with the tech it will become clear

If a guest accidentally stops rather than pauses the video they will need to restart and fast forward to the appropriate place. Minute markers are given in the leaders' guide to help with this.

Group leaders please arrange a practice session with your helpers ahead of time so that you are all up to speed.

You may need to use this system if you encounter unexpected problems watching the video by screen sharing.