

Leaders' Guide - Week 8

Celebration Evening

This week all groups join a single zoom call together with course alumni and previous leaders and helpers to celebrate the journey of recovery started by this term's guests.

We all dial in to a single zoom call. After a brief welcome from Erik, we use breakout rooms to put us into our small groups for 40 minutes. After this we all rejoin the main celebration meeting, Erik concludes the course and guests are invited to share their experience and alumni to share their 'pearls of wisdom'. We then return to our small groups for final farewells and/or more chat.

New this week

- **Different log in sent to guests by email the day before. Initially guests and leaders all join a single celebration zoom call.**
- **Please ask any guests who were not present last week to complete an evaluation form.**
- **Help your group work out how they will stay in touch. Most choose to do this via WhatsApp (note you may not be able to commit to staying part of the group - as you may have another group next term).**
- **Give guests the date of the next Celebration Evening 28 November. Ask them to put it in their diary and plan to 'take a virtual table.'**

1. Outline Timetable:

6.50	
7.00	Guests and leaders all dial in to the same Zoom Celebration call link. Welcome and introduction. Group leaders post a one sentence thank you to their group in the chat as guests arrive.
7.20	Breakout groups. Leader led. Guests reflect on what they take away from the course.
7.55	Zoom host sends reminder to breakouts - main session restarts in 5 minutes
8.00	Reassemble in main meeting Erik concludes the course

	Participants are invited to share their experiences. 1 per group.1 minute each. Alumni invited to share their pearls of wisdom
8.30 approx	Return to small groups
	Goodnight - no time limit - leader to decide when to close the group

Facilitating the evening minute by minute

7.00pm Guests and leaders all dial in on the same Zoom Celebration link:

Link: <https://us06web.zoom.us/j/7691417761>

Meeting ID: 769 141 7761

A waiting room is enabled. The host will let you in.

- Live welcome from Erik to include
 - Invite guests to put where they are from in the chat as they arrive.
 - Welcome
 - Ask guests to add their group number to their screen name. Format of the evening
 - Well done finishing the course etc
 - Thank you to volunteers and leaders
 - Mention the Change.org campaign
 - Alumni please think about your pearl of wisdom - get ready to write it into the chat
 - Explain that later tonight we like to encourage anyone who wants to share anything they want to about the course with everyone else, so have a think if there's anything you'd like to say

7.20pm. Groups to Breakout Rooms

- The host will move everyone to normal small groups for 40 mins chat/drinks/supper.
- Alumni will where possible be with their old small groups and their group leader or helper (if they are not helping this term)
- Alumni without a group or with only a few of their group go into a group with other alumni from their course term.

- Any latecomers or people who don't display their group number will be manually sorted into their group. There are often a few who have forgotten there is a different log in this week.
- Leaders/Helpers use this time as you wish with your group.
- As there may not be time for all guests to speak in the upcoming plenary session, please ask guests to reflect on and share their one takeaway/reflection on the course. Just a sentence or two each. If you like, write them down and send them to the group afterwards.

7.50pm Host sends '5 min bell' message to breakout groups

7.55 Guests and leaders automatically return to main meeting

Erik to lead. To include

- Mention that we are recording this final session not to publicise it but, because the stories are often so good, it means that we can talk to individuals afterwards
- Invite guests to share their experiences of the course - get at least one per group
- Alumni say or put in the chat their 'pearls of wisdom' - wishes from alumni to guests finishing the course now
- Give guests the date of the next Celebration Evening 28 November 2022
- Helen N - 1 min on 'giving'

Approx 8.30pm Guests return to breakout groups for more chat/dessert/farewells

Goodnight

- Goodnight at whatever time leaders decide.
- Breakout rooms are set for up to one hour from the end of the main session
- Before they leave
 - Thank guests for coming
 - Final reminder re feedback forms
 - Let guests know that they will receive a certificate of attendance via email later in the week. Guests may express mixed reactions to this - some like to have evidence of or a reminder of this part of their recovery. If it has been a painful chapter and/or they don't feel the need for a piece of paper then they can quietly ignore it.
 - Help your group work out how they will stay in touch. Most choose to do this via WhatsApp (note you may not be able to commit to staying part of the group - as you may have another group next term)

- **Give guests the date of the next Celebration Evening 28 November 2022**
Have them put it in their diary and plan to 'take a virtual table'

Leader/helper debrief