# MumNet™
## Metro Mothers Network

# MumNet II - Member Guidelines on How to Lead a Session

## 1. The Components of a Successful Program

*Warm-up*: brings the group together, may be used to as an intro to your main topic

*Main Body*: this is the bulk of your program, you can deliver a short presentation to start giving the group some facts, general info, etc, (read part of an article with key points), then from there you can prepare 3-5 questions to stimulate discussion on the topic.  The main goal is to **facilitate discussion** across the membership on the topic.

*Close:* it is important to put closure on the program.  This can be done by using a quote or a give-away with a quote, and if you have more time a quick one word go-round on the one key thing that was important to you etc.

## 2. Formatting the Program
Small group vs. Large Group
- Small groups are great when the group is still getting to know each other.  They are also useful if you want to break out into subgroups around the topic.  It is important to manage the time carefully and have a feedback loop either at the end of the session each group reports back key points, and/or summarize all the ideas and send it out to members via email.
- Large group is great to allow members to share with everyone.  Early in the groups development 'lighter' sharing topics can be done effectively in large group.  Keep in mind it is difficult to facilitate large group discussion if the numbers are greater than 20.

## 3. Managing Group Dynamics
As facilitators for the week it is your job to:
- gather everyone to program from the coffee hour
- keep track of time during the program, ensure time for closing (if members leave early have quote posted ahead or giveaways at the door to pick up easily)  you can ask someone to be your timekeeper
- ensure everyone who wants to has a turn to speak, no one dominates the whole time
- you **can** ask the group leaders to assist you with managing group dynamics!

## Resources
www.icebreakers.com

*Remember, good programs foster great discussions. A few well thought out discussion questions can create the best sessions.  Less is often more!*