

FACILITATOR GUIDE: BUILDING YOUR PERSONAL ANNUAL PLAN

THE FACILITATOR'S JOB:

1. To create a positive learning environment
2. To maintain the group's focus and keep them on track with course material
3. To encourage everyone to participate
4. To remain neutral, treating everyone fairly, making sure everyone has a chance to participate and encouraging everyone to engage
5. To ask the sample questions below or insert your own

LEARNING OBJECTIVES FOR THE COURSE:

1. Define where you're going and how to get there
2. Write out your goals and a vision statement
3. Reflect on what's currently working in your life and what isn't
4. Create a plan and accountability structure for how to achieve your goals

SESSION LENGTH: 60 - 90 MINUTES

Module 1 (10 - 15 minutes)

1. Trevor states that, "all things are created twice." Can you think of a person who you admire who sets and reaches goals?

Module 2 (10 - 15 minutes)

1. What do you try to 'motivate' yourself to do? Something that you really don't want to do, but you know you should?
2. What is one thing you'd like to achieve in 10 years' time? Experience?

Module 3 (15 - 25 minutes)

1. What is one lesson you've learned this year that you never want to forget?
2. Is there another question on the "assess where you are right now" page that you would feel comfortable sharing with the group? (Or the Facilitator can choose a question you think is appropriate)

Module 4 (15 - 20 minutes)

1. What is one of your personal core values?
2. What is one of your 5 year goals? (The Facilitator can choose work goals, personal goals or a mix, depending on what feels appropriate.)
3. What is one of your 1 year goals?

Module 5 (10 - 15 minutes)

1. What is one accountability strategy you will implement this year?
 - ✓ Put your goals in a visible place?
 - ✓ Tell a close friend(s) where they are?
 - ✓ Join an accountability group?
 - ✓ Hire a personal coach or trainer?
 - ✓ Access the power of peer coaching?
 - ✓ Other?

Wrap-Up

1. Any other questions/comments?
2. Discuss which course is next, when it will be completed and the date/time of our next meeting.