



FACILITATOR TRAINING MANUAL

BEFORE THE MEETING:

- Test sound, lighting, and internet.
- Open room 5 minutes early.
- Keep camera optional and recording OFF.
- Hold a calm, welcoming tone.

MEETING OPENING:

1. Welcome participants gently.
2. Read the Opening Script.
3. Lead the Grounding Exercise.
4. Explain structure & safety principles.

SHARING ROUND:

- Each person gets 2–5 minutes.
- No fixing, advice, or cross-talk.
- Silence is participation.
- Gently time-manage.

MANAGING EMOTIONAL MOMENTS:

- Allow pauses and silence.
- Validate without analysing.
- Offer crisis resources if needed.
- Keep group safety first.

CLOSING:

- Invite brief reflections.

- Read the Closing Script.
- Thank participants warmly.
- Stay behind for a few minutes for anyone needing gentle support.

FACILITATOR REMINDERS:

- You are holding space, not performing therapy.
- Your neutrality is grounding.
- You set the emotional tone—slow, soft, steady.