



FACILITATOR GUIDE

INTRODUCTION

Introduction Reads + Resources

- [Powerpoint Slides](#)
- [TGIF - Knowing & Doing God's Will](#)
- Binary Career Assessment
- Calling vs Career

Pre-Introduction Email

Good afternoon,

I'm looking forward to starting up our Crossroads small group tomorrow, Monday night, 6/10, at 7:00 p.m. in room 380. I'm looking forward to meeting you to begin what I hope you'll find to be a deliberate, planful, reflective, yet action-oriented transition process.

- I will have a supply of the Career Explorer Guides that we'll be using as reference and workbooks through our 8 weeks together. The cost of those is \$10, so you can either pay for them online: (<https://www.gracecrossroads.com/small-group-classes>), or if you could bring some cash with you on Monday night, that would be great! If this cost is a challenge for you, not a problem. We have scholarships available for them and don't this to be a barrier for you participating.
- Dress is VERY casual (sweats, jeans, etc). Feel free to bring snacks or drinks if you'd like. We're going to get to know one another, hear what you're looking for in your transition, and outline more about our time together.
- M380 is on the 2nd floor. As you enter through Door 4, go up the stairwell (or take the elevator) to the next floor. Coming out of the stairwell on the 2nd floor, turn right, then go down the hall. The room is down the hall on the left.
- There are 14 of you right now, so we've got a great size group. We could take a few more if you know of anyone else that would find it beneficial! Please let me know if you won't be able to make it.

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Thanks, and I look forward to seeing you tomorrow night! If you could plan to arrive around 6:55, that way we can get started promptly at 7:00 pm. Thank you.

INTRODUCTION AGENDA TEMPLATE

Time frame - - 2 hours

Outcome - - Participants feel welcomed, safe, and sense that there is a sound process to go through to accomplish their individual objectives

Assumptions:

- 10 participants, most have not had time to get the workbook yet
 - Email has been sent to participants to give them logistics, along with pdf sample of workbook extract
1. Welcome and open in prayer
 2. Overview of 7 steps (highlight film, not play by play)
 3. Ground rules for small group (separate sheet for this covering confidentiality of discussion, start/end on time, don't have to talk if you don't want to talk, could extract prior guides for this as well)
 4. Initial Introductions (60 seconds each): Cover name, home city, how did you hear about this small group, job function, job status (unemployed, misemployed, underemployed) and favorite snack food. Facilitator goes first to model what you're looking for from participants
 5. Arm wrestle exercise - Results Cone (Dave to write up / find copy)
 6. 2nd round of introductions (3 minutes each): Cover what they hope to get out of the small group
 7. Hand out workbooks
 8. Review intro section
 9. Review Step #1 and engage in dialogue if time permits
 1. 11 Ways to hear God calling (Facilitator tells story to illustrate one or two of the 11 steps)
 - i. Set the table for future meetings where we will have recurring elements of looking upward
 2. Calling vs. Career (separate sheet for potential "answers" to this to be used in Session #2)
 - 10.2 Minute Goal for week drill, inclusive of partner share and group share (Dave to write up exercise)
 11. Handouts to review with the group
 1. Treasure Map for networking
 2. Template for "plan your day" plus Seven Habits 2x2 grid



3. pdf template for feedback assessment form they can use (send electronically to them after meeting)

12. Ask for prayer requests and close in prayer

Post Session #1: Homework outline and prep for Session #2

Post-Introduction Email

Good afternoon Team,

Kevin and Greg C. were the only 2 able to make it last night, so we had a "tailored" session last night. J We prayed for all of you collectively with the many things happening in each of your lives. Two immediate prayer requests: 1) Kevin has an interview today at 3:30 with IBM. 2) Greg's friend, Steve, is in critical stage with cancer...praying for healing and grace.

Schedule: We will not meet next Monday night due to the Christmas party on Tuesday, 12/9. So our next meeting will be on 12/15. Below are some suggested "to do's" to keep you focused:

Immediate Accountabilities:

- 3 things that you would use to differentiate yourself from your competition. For example, mine could be:
 - o Former CPA and SPHR
 - o Translate strategic HR into more profitability
 - o Lower turnover and raise engagement through values-based culture transformation
- Begin drafting a life purpose statement and filtering through what your life's values are (see attached Values List)
- Please remember other networking opportunities available at Wooddale (Mondays at 7:15 a.m)

Accountabilities:

- Bring the Career Explorer's Guide with you each week.
- For Step 2, please put pen to paper for at least one exercise for 15 minutes. If you can get more done, great!!
- Review the 11 steps for finding God's will that I mentioned to you for some fantastic principles to guide your journey...encourage you to try two of them....
- Keep working to accomplish some goals for this week. Remember the "2 Minute Drill" we've done....plus, you can change anything you

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want, because you're in charge! Please be prepared to share some of your successful completions next time we meet...you can do it!

- Network with at least 5 people....they can be people you know or references - - take the step and get out there! :))
- Type up your 30 second elevator speech. We'll ask you to practice this each week at our group, and then continue to refine it. I think you'll be surprised by how many more "hooks" you'll be able to incorporate into your "sales pitch". Remember, "help us, help you!"
- Please email me your resume, so my "mental rolodex" can begin to process on networking contacts for you
- Quick reminder - if you don't have business cards, you can get them free through Vista Print
- Be prepared to share 3-5 target companies or "other hooks" to help us know how to help you further network....we want to get all of our "mental rolodexes" working productively for you!
- I've attached above the template for the Personal Reference Assessment. I'd encourage you to consider who you could ask to complete this for you for our next discussion.

I've prayed for you today...I trust that you'll see the power of Christ performing the work He has prepared beforehand for you (Eph. 2:10)...that's why we're here. See you on the 15th! Blessings,

STEP ONE

Step 1 Reads + Resources

- [Three Roads to Joy in Bi-Vocational Ministry](#)
- [Visions of Vocation](#)
- [Who I Am in Christ & My Response](#)

Step 1 Agenda Template

- Welcome everyone and introduce yourself and your background
- Brief description of Crossroads (National org vs Grace Church) / Workbook / Course
 - o *Jeremiah 6:16*
This is what the Lord says: "Stand at the crossroads and look; ask for the ancient paths, ask where the good way is, and walk in it, and you will find rest for your souls."

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