

DO'S	DON'TS
<p><b>BEFORE EACH MEETING</b></p> <ul style="list-style-type: none"> <li>○ Download videos at <a href="https://srs.lds.org/videos">srs.lds.org/videos</a>.</li> <li>○ Check that video equipment works.</li> <li>○ Review the chapter briefly.</li> <li>○ Prepare yourself spiritually.</li> </ul> <p><b>DURING EACH MEETING</b></p> <ul style="list-style-type: none"> <li>○ Start and end on time.</li> <li>○ Ensure that everyone reports, even those who arrive late.</li> <li>○ Choose a timekeeper.</li> <li>○ Encourage everyone to participate.</li> <li>○ Be a group member. Make, keep, and report your commitments.</li> <li>○ Have fun and celebrate success.</li> <li>○ Trust and follow the workbook.</li> </ul> <p><b>AFTER EACH MEETING</b></p> <ul style="list-style-type: none"> <li>○ Contact and encourage members during the week.</li> <li>○ Evaluate yourself using the “Facilitator Self-Assessment” (page v).</li> </ul>	<ul style="list-style-type: none"> <li>○ Prepare a lesson.</li> <li>○ Cancel meetings. If you cannot attend, please ask a group member to facilitate for you.</li> </ul> <ul style="list-style-type: none"> <li>○ Teach or act as the expert.</li> <li>○ Speak more than others.</li> <li>○ Answer every question.</li> <li>○ Be the center of attention.</li> <li>○ Sit at the head of the table.</li> <li>○ Stand up to facilitate.</li> <li>○ Skip the “Ponder” section.</li> <li>○ Give your opinion after each comment.</li> </ul> <ul style="list-style-type: none"> <li>○ Forget to update the stake self-reliance specialist on the group’s progress.</li> </ul>
<p><b>IMPORTANT: REPORT AND IMPROVE</b></p> <ul style="list-style-type: none"> <li>○ Complete the Group Registration Form at your first meeting and the End of Group Report and Certificate Request Form at your last meeting. Visit <a href="https://srs.lds.org/report">srs.lds.org/report</a>.</li> <li>○ Review the booklet <i>Facilitating Groups</i> at <a href="https://srs.lds.org/facilitator">srs.lds.org/facilitator</a>.</li> </ul>	