



MEETING PLANNER BREAKDOWN



Example of Support Group Meeting Format:

The Support Group meets on the first and third Monday of every month from 7:00-8:30 pm (1h30m).

Starting the Group (the first 30 minutes)

Welcome to the Group, and new Members (if applicable). Spend a few minutes recapping your Group value statement.

You could introduce an icebreaker here, a mindfulness exercise, or even something that has inspired you (song, video clip, quote).

Or you can do a check-in with each Member where they can highlight any important issues that have come up since the last meeting. This allows all Members to speak and is important for increasing Group communication. **The check-in for each Member is usually 2-3 minutes.**

During the check-in, Group Members may ask for additional time to talk about topics or problems they would like to discuss with the entire Group. Try to encourage the Group not to interrupt with questions or comments during this stage of the meeting.



The Leader can also prompt discussion or introduce a question into the general check-in such as:

- “Let us know how you are feeling.”
- “Tell us one thing that you feel good about or grateful for.”
- “What was the highlight of you last two weeks, please also feel free to let us know if you had any challenges or struggles.”



Education, Elaboration or Specific Topic Section (40 minutes)

- The second part of the meeting is perfect for going into further detail or discussing a particular topic/ theme. This may be prepared or could arise as a common theme during the introduction.
- Discussing different topics can help prevent the Group from becoming stagnant. It can also help generate new conversation and helpful information. It is an opportunity for Group Members to suggest topics they feel would be beneficial.
- To keep things interesting, or if there is a specific topic your Group wants to know more about, you may even want to arrange for a speaker to address the Group.



Ending the Meeting (20 minutes)

This is an opportunity for Members to have a final word or thought and get some containment/closure at the end of the meeting. This could be a simple goodnight or a comment / reflection about the meeting.

The ending of the Group is an important time for **giving the Members a positive feeling about Group Support and hope for the future.**

Many Groups perform a type of closing ritual to bring about a sense of Group unity and hope. The closing can be a moment of silence, a grounding or mindfulness exercise or a poem.

You can ask the Group Members how they would like to close the meeting.

Members can also take turns preparing a closing for each meeting.