

Sample Program Outline – Full Day Activity

Prior to participants' arrival:

- Set up gathering space: arrange chairs; set up prayer focus; set up and test any technology to be used; put on some quiet music
- If required, set up a welcome station with sign-on sheets and name tags
- Distribute any handouts/booklets needed to begin or have them ready to distribute as required
- Pause and pray

On participants' arrival:

- Meet and greet
- Check that everyone is familiar with venue and access to bathrooms
- Direct to any refreshments being served

Sample timing:

9.00	Welcome; introduction of facilitator/s; introduction of focus theme House-keeping announcements related to the venue Introduce Boundary Markers Invite participants to introduce themselves to the group Ice-Breaker activity/ies Prayer
9.45	Session One <ul style="list-style-type: none">▪ 10 mins input or stimulus + directions; 20 mins individual reflection/response; 15 mins sharing in pairs (OR)▪ 30 mins of input; 15 mins individual reflection/response
10.30	Morning Tea
11.00	Session Two <ul style="list-style-type: none">▪ 10-20 mins input or stimulus + directions; 30 – 40 mins individual reflection/response; 30 mins sharing responses in triads; 10 mins shared reflections/learnings in whole group (OR)▪ 30 mins whole group experience/activity; 25 mins individual reflection/response; 25 mins sharing responses; 10 mins shared reflections/learnings in whole group (OR)▪ 45 mins extended input/presentation; 45 mins reflection and sharing
12.30	Lunch
1.30	Session Three <ul style="list-style-type: none">▪ 40 mins individual/group activity; 30 mins discussion in groups (OR)▪ 15 mins input or stimulus + directions; 30 mins individual reflection/response; 20 mins sharing responses in triads; 5 mins shared reflections/learnings in whole group
2.40	Closing Prayer & reflection on the day
3.00	Finish