



Strengths Workshop Facilitator Guide



STRENGTHS WORKSHOP - FACILITATOR GUIDE

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1. INTRODUCTION

- Are you looking for a new role that can be most fulfilling?
- Would you like to make a great impact on the lives of people?
- Are you looking for a ministry that requires little effort and delivers great results for your church or community?

If your answer is yes to any of the above, this Facilitator Guide will show you how. You will find a practical guide for a ministry or role that requires, proportionately, little time and deliver life-changing results, in the two areas where people seek the most help. This has been our experience for more than 15 years. Our desire is to provide you with all the tools and processes you need to **facilitate the Strengths Workshop (SW)**. The results will exceed your expectations.

Let us explain.

The International Coaching Federation, <https://coachfederation.org/>, surveyed its members to define the reasons for which people seek the service of professional life and executive coaches. The survey included 15 categories. Here are the results and the ways that the Strengths Workshop relates to such needs:

- **41% rated self-esteem** as the number one reason for which people seek the help of a professional coach. 78 % stated that dealing with self-esteem plays an important part in their practice.

The first objective of the **SW** is to help individuals discover and see their strengths as a reflection of God's image and this affirms them in the fact that God loves them as His unique and special children. From our experience, this is the greatest antidote to the problem of low self-esteem.

- **36% rated work-life balance** as the number one reason for which people seek the help of a professional coach. 73 % stated that dealing with work-life balance plays an important part in their practice.

The second objective of the SW helps individuals develop a process to prioritize their life roles and fulfill their life callings. From our 19 years of experience working with large corporate leaders as well as pastors and homemakers, defining and prioritizing life roles is an effective and sustainable principle for time and life management.

Our model:

In Matthew 28 Jesus commanded his disciples to, "Go and make disciples of all nations teaching them all I have commanded you." How does this apply here? **First**, if you have taken the **SW** and through the work of the Holy Spirit have experienced its impact on your life, you have a command to share what you have learned. **Second**, this facilitator guide follows the model of Jesus and how he presented his teaching:

1. **Jesus reached large groups** through his preaching and teaching. Just as we did for many years, we will equip you to deliver the **SW** in **one half-day session**. The only difference is the primary teaching tool you use. Instead of having us present, you will replace us with

10 short video clips. The same preparation we used for our workshop you will use as homework discovery exercises.

2. **Jesus invested in small groups** requiring discipline and commitment. The **SW** small group or what we call **SW Learning Lab (SWLL)** requires weekly self-study of about 30 minutes and commitment to building community and supporting each other over a 12-week period. The primary teaching tool is the Strengths Workshop Self-Study Toolset. This resource includes 10 video lessons and each video includes several coaching questions and application exercises. As a facilitator you may choose:
 - **In-person groups of 6 -12** people meeting weekly in one location for about 90 minutes
 - **Online groups of 6** people meeting weekly online via a web meeting tool such as Skype or Zoom for about 40 - 60 minutes.
3. **Jesus invested in one on one personal relationships.** We call this Strengths Development Coaching. From our experience, this kind of coaching relationship is best offered as a follow-up **to the SW or SWLL** and requires a much higher commitment on the part of the coach and client. Coaching also requires a different process and a different set of tools which we will discuss in in the Strengths In Making Disciples Seminar <https://nomoreoverload.com/home/lr/>

“Go and make disciples of all nations”

The Strengths Psychology movement is gaining momentum among the most respected secular and Christian academic institutions. The StrengthsFinder tool is available in 23 different languages and is used by 90% of the Fortune 500 companies. We hope you can leverage this global brand and recognition. More importantly, the biblical foundational truths of the **SW** are unchanging, **globally transferable**, and able to impact life more than any other resource.

Over the past years, while we have had the privilege of offering the **SW** in several countries, our reach has been very limited. Now, we want to, as Jesus commanded, “Go and make disciples of all nations ...” In response to the growing impact of online and self-directed learning, this toolset is designed as a resource for facilitators but also as a self-study tool that you can freely send to anyone anywhere there is an internet connection or a DVD player.

The Teaching Tools:

The teaching tools and resources are all provided for you.

For the halfday **SW** go to <https://nomoreoverload.com/home/lys/shdw/> there you will find:

- Pre-workshop homework
- SW-Video. Each of 10 videos ends with only **one exercise** to be done with a partner.
- The participant's notes

For the **SWLL** go to <https://nomoreoverload.com/home/lys/sll/> you will find

- The Strengths Workshop Self-Study Notes
- SW-Video Self-Study Video set. Each of 10 videos ends with **several coaching questions and an application exercise.**

FACILITATOR GUIDE – Strengths Groups

The following table provides a list of all 10-video titles, objectives, and duration in minutes for both the **SW** and The SWLL.

Video Number, Title, and Objective	Video Minutes	
	SW	SWLL
Video 1: Title: Discover Your Strengths Objective: To help you understand the tools and start the process of discovering your strengths.	19	18
Video 2: Title: Know Your Strengths Objective: To help you know the theology and science of strengths	15	18
Video 3: Title: Tell Me about Yourself. Objective: To help you identify the myths that often hold you back from playing to your strengths.	16	18
Video 4: Title: Strengths in Weakness Objective: To help you compensate for your weakness and protect against the shadow side of strengths	13	16
Video 5: Title: You Have a Calling Objective: To give you a process to discover the roles you are called to play	19	19
Video 6: Title: You Are Unique Objective: To help you appreciate the uniqueness of your strengths combinations and how they relate to developing your God-given roles	17	18.5
Video 7: Title: People, Issues, and Callings Objective: To help you prioritize the roles you play and your impact on people and issues as you fulfill your life callings	13	14.5
Video 8: Title: Goals, Accountability, and Love Objective: To help you start to prioritize your roles and relationships and where you spend your time.	13	15.5
Video 9: Title: Big Rocks in Your Jar of life Objective: To help start to prioritize your roles and relationships and where you spend your time	14	15.5
Video 10: Title: Power in Low-Lying Fruits Objective: To help you identify low lying fruits where you are likely to start applying what you learned. Note: The Strengths Workshop also has a short eneid 3 minutes Video that introduces the Strengths Leaning Lab.	14	17

2. FACILITATOR ROLE:

To help you define your role we assume that:

- You have already taken the Strengths Workshop in one of its different formats. If not, please take the time to complete the Self-Study Strengths Workshop. <https://nomoreoverload.com/home/lys/sss/>
- You have some experience leading or facilitating small groups or Bible study groups. If not, please be sure to take our free self-study course, Strengths in Making Disciples. <https://nomoreoverload.com/home/lr/>

Your model is the greatest resource.

If you have not yet taken the Strengths Workshop, before you go any further please invest the time and complete the Strengths Workshop Self-study

About People:

People are the most important factor in your ministry. Ask God to lead you to:

- **Important People** who will **affirm** you in your calling and support you in your mission. **Do not take this responsibility alone.** Ensure that you have the support of the following important people:
 - **A leader and Prayer partners** who commit to pray for you and your family as well as pray for everyone in the group at least once a week. Please read our paper, Lord Is It Warfare? at <https://nomoreoverload.com/Data-Web/eStore/Papers/Lord-Is-It-Warfare.pdf>
 - **A host** or someone who can help you arrange the logistical needs as well as being responsible for technology-related issues.
- **Teachable people** are the beneficiaries of your calling or the role you play. Long before you start your group, ask God to send you the right teachable people. This workshop is best suited for those who are ready to make personal life changes in some counter-cultural ways.

Format Options:

The resources for the Strengths Workshop can be used in one of four interrelated ways illustrated by the attached diagram. Participants can engage in the training experience that is best matched to their need and time availability and easily grow from one level of commitment to the next.



Promotions:

Where appropriate, ask your important people to help you with your promotion.

- You have our permission to download, edit, and print any of the promotion tools available on the resource page. <https://nomoreoverload.com/home/lys/shdw/>
- **Set realistic expectations.** For those who are interested, collect their contact information and send them links to the appropriate web pages. Follow up two days later to answer any questions. Be sure to explain the need for commitment.

General Logistics

- **Group Size:**
 - **For the SW** the number of participants is limited only by the available space and available technology for the video presentation You need to be sure that all members:
 - Can see the TV or projected video
 - Can easily partner to discuss the exercises with minimal distractions
 - **For the SWLL**, in addition to the points above, the objective is to help participants develop a community by interaction and discussion. For this reason, we recommend a maximum of 12 participants
- **Location:** With the help of your host, choose a home, church or office that is easy to find and that can accommodate the needed equipment and easy seating for discussion without a lot of distractions. Let your host decide what kind of refreshments would be least disruptive to the group activity, keeping in mind the limited time allowed.
- **Equipment and Supplies:** Long before you start, be sure to:
 - Download the video clips and back them up on a DVD or memory stick
 - Test your video or projection equipment

Personal Preparation:

As the Lord leads you, two or three days before your **SW** or **SWLL** group session meeting:

- Pray for yourself and for each of your members
- Review **SW** or the next Learning Lab session's videos and do the related exercises
- Write any notes that God may bring to your mind in preparation
- Go over the timelines. Imagine and define your timeline expectations

3. FACILITATING THE STRENGTHS HALF-DAY WORKSHOP

Registration

- Confirm correct name, phone, and e-mail
- Edit and e-mail the following registration confirmation to each person.

Subject: Confirmation, The Strengths Workshop

Dear (First Name),

I am very pleased that you will be joining us in the Strengths Workshop. I will be praying for you as you seek to discover your strengths and apply them to fulfil your life callings. In preparation, please:

- Remember that we will meet:
 - Location:** Your Church, 22 Lover Road, Heaven Town
 - Date:** Saturday February 12, 202X XX/Month/ Year
 - Time:** 8:30 AM – 1:00PM
- Download the mandatory homework which you will find at <https://nomoreoverload.com/Data-Web/Notes/SF2.0-Alt.pdf>. Please read this VERY carefully and follow the provided step by step instructions. Please note that this workshop is designed to be participatory. Your good preparation will not only impact how much you will get from the workshop but also how you can collaborate with others in the discussion. **Please give this your top priority.**

If you have any questions, please feel free to call me at (phone #).

Sincerely,

Signed

Facilitation Process

Two or three days before the **SW**, phone your **SW** participants.

- Answer any questions they may have about needed preparation
- Encourage them to pray for themselves and
- Encourage them to arrive on time.

As your participants arrive your role is primarily that of a good host who ensures the smooth flow of the timelines. The participant notes and the videos provide a detailed step by step instruction of what will happen during the workshop.

The end of each video includes specific instructions for an exercise break. Use your discretion about how much time you provide for each break. While we feel 10 – 15 minutes should be adequate often people say, “I wish we had more discussion time.” The first and last video will address this point by recommending the participants take advantage of the **SWLL** which we hope you may consider offering as a follow-up. The

We encourage you to see yourself and communicate to your group that you are a facilitator, NOT a teacher. This is very important. It will protect you from the risk of falling into debates for which you are not qualified.

evaluation sheet, which is the last page in the participant's notes, is the tool for you to follow up with those interested in the **SWLL**.

4. FACILITATING THE SW LEARNING LAB:

We believe that with a little training and support everyone can play this role. Your personal interest and experience and prayerful support are your greatest assets. Before you start, take a test drive.

Download the resources from our website and take time to go through them preferably with one of your partners. Visualize how you will space and conduct this learning lab. The format includes an introductory meeting, 10 group meetings - one for each of the 10 video lessons, and a final optional or celebration meeting.

While we recommend you use one lesson per session, depending on your group, and time permitting, you may adjust it to include more than one lesson in some sessions.

To help you be most effective in your role we encourage you to apply effective coaching principles. For thoughts and tips on this, consider taking our free course, **Strengths in Making Disciples**. <https://nomoreoverload.com/home/lr/> Here are some tips to get you started:

- **Listen well;** this is a lifelong process. Continue learning.
- **Ask questions, NOT give answers.** Use open-ended questions that start with how, why, when, and who ... as these tend to generate better discussions.
- **Engage members in the discussion.**
- **Encourage your group members in applying what God is teaching them.** Whenever appropriate, ask individuals:
 - **What** have you learned from ...?
 - **What** would you like to do about ...?
 - **When** will you do ...?
 - **How** can the group support you to make sure you do ...?
- **Pray and connect with your group members.** When possible, phone or send a note of encouragement and support.
- **Encourage group members to support each other by:**
 - Sharing their strengths and contact information. (See Team Information List)
 - Committing to pray for one another
 - Lovingly holding each other accountable
 - Agreeing to the group's covenant. (This is provided in the Student Guide.)
- **To help you play your role:**
 - **Take good notes** -- Have a separate sheet of paper as a record for each of your members. As soon as possible after each session, write your notes and observations about each member. Use this for appropriate follow-up, support, and accountability.
 - **Develop Partnerships** -- While being sensitive to personalities and male/female dynamics, we recommend that you pair each member with someone they do not know

very well. This will be a sort of “buddy system” for the duration of all sessions. This will enhance learning, support, and accountability.

- **Group format.** In the following pages, we will consider two possible small group formats. **In Person Groups** and **Online** or **Virtual Groups**. Here individuals join the groups remotely using the services of the internet and web meeting tools. Provided your students commit to doing the self-study program, this option provides some significant advantages including:
 - ✓ **Time savings:** People are very busy these days the online groups can save commuting time and also offer flexibility to accommodate business or family travel needs.
 - ✓ **New outreach:** This format expands your reach to include people from even faraway places.

While virtual and online meetings have become common place in many work and educational environments it is important that you pay extra attention to compensate for the drawback of not having the full power of body language in your communication. It will be to your advantage to invest some time and research on how to improve your meeting communication skills in a virtual world. Here are some weblinks that you may find helpful.

- <https://www.youtube.com/watch?v=VSHWXo3ZyyA>
 - <https://hbr.org/2015/03/how-to-run-a-great-virtual-meeting>
 - <https://www.mindmeister.com/blog/guide-leading-online-meeting/>
 - <https://slackhq.com/ultimate-guide-remote-meetings>
- **Special considerations:**
 - Keep the meeting short 40 – 60 minutes
 - Keep a maximum of 6 participants
 - Decide your preferred web meeting tool and learn it well.
 - Test drive the tool with your partner or potential group members.
 - Provide your members with appropriate YouTube links or other instructions on how to use your web meeting tool
 - To reduce background noise, ask your group members to “Mute their microphone when not speaking.”

Registration

- Confirm correct name, phone, and e-mail.
- Edit and e-mail the following registration confirmation to each person.

FACILITATOR GUIDE – Strengths Groups

Dear (First Name),

I am very pleased that you will be joining us in the Strengths Workshop Learning Lab. I will be praying for you as you seek to discover your strengths and apply them to fulfil your life callings. In preparation, please:

- 1) Remember that we will meet **for XX weeks:**
 - **Location:** Your Church, 22 Lover Road, Heaven Town
 - **First meeting Date:** Sunday, February 12, 202X
 - **Time:** 9:30 AM – 10:30 AM
- 2) Go to <https://nomoreoverload.com/home/lys/sll/> You will find helpful links to the **Strengths Workshop Self-Study guide** which serves as the teaching resource for this learning lab. Take time to examine these resources then:
 - Download and print the self study guide. <https://nomoreoverload.com/Data-Web/Notes/SW-SS-Guide.pdf>
 - Complete the 3 discovery exercises (Discovering Your Strengths, Discovering Your Spiritual Gifts and Discovering Your Love Language).
- 3) Follow the link and get your gift copy of the Strengths Workshop resource book. <https://nomoreoverload.com/Data-Web/eStore/Books/SW-eBook.pdf> This will provide you with optional reading and exercises.

If you have any questions, please feel free to call me at (phone #).

Sincerely,

Signed

NOTE: For online group change Item 1) above to:























- 1) Remember that we will meet **for 12 weeks:**
 - a. **Using WebMeeitng tools:** www.zoom.us . Please be sure to install and test this App on your device.
 - b. **First Meeting Date:** Sunday, February 12, 202X
 - c. **Time:** 8:00 PM – 8:40 PM

• **Before your first session:**

- Contact each member to remind him or her and ensure that he or she downloads the student guide and completes the three discovery exercises.
- Go to <https://nomoreoverload.com/Data-Web/Notes/Member info.docx> and get a copy of the Team Information sheet (example below). The last page of this document includes the member covenant which you will highlight during the first meeting.

FACILITATOR GUIDE – Strengths Groups

- Populate this sheet with the members’ contact information (see example) and e-mail it to your members.

Name	Baha Habashy		905.294.0380		bh@NoMoreOverload.com
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name	Sam Le		905.294.0355		SL897@Gmail.com
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name	Eli Konome		905.385.0380		Likoo@Gmail.com
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name	Tam Hanse		785.294.0380		Tam2255@Hotmail.com
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name					
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name					
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name					
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name					
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name					
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name					
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	
Name					
Strengths 1	Strengths 2	Strengths 3	Strengths 4	Strengths 5	

Note:

- During your introduction session, as each member shares his or her strengths, ask the other members to write the related strengths as they are shared.

Facilitation Process

Here we want to give you the flexibility to tailor your facilitation. Use your insight and your experience as well your understanding of your group. All the teaching you will need is provided on a set of 10 **SW** Self Study Video Lessons. You have no need for any further teaching.

Assuming that your group time will last about 60-90 minutes, you can choose whether your students:

- **Do the study before coming** to the group meeting. This gives more time for group discussion during your time together.
- **Do the study after they arrive** at the group meeting. **Note:** All teaching videos are 14.5 – 19.5 minutes long.

First/Introductory meeting

This meeting is very important because it sets the tone and reflects your leadership skills. **Be well prepared:**

1. Start with a simple activity for people to get to know each other or for something fun you can do together.
2. Have each person introduced and share the reason why he or she is interested in taking part.
3. Be sure everyone has downloaded and printed the student guide.
4. Have everyone share their top 5 strengths. As they do, encourage the rest of the team to record this in the member information sheet.
5. Consider referencing or showing the Strengths Workshop Introduction Video (8.5 minutes)
6. Review the Student Guide.
7. Confirm whether you will do the self-study video together during the group meeting or each person will watch the self-study video as part of the pre-workshop homework.
8. Highlight the member covenant and ask each person to sign his or her own copy.
9. Review the format of the following sessions and expected preparation.

The Following 10 group meetings:

The following is a recommended format which you can modify as time permits:

1. Start your meeting as soon as the majority of people have joined your meeting. Those who are late can join as soon as possible.
2. Offer a short welcome and prayer.
3. Highlight the objective of the session which is outlined in the self-study guide.
4. As expressed earlier, here you have two options:
 - A. Home Self Study:** Here your members will do the self-study before coming:

- a) Allow 3-4 minutes per person for discussion and support. Ask everyone to share a coaching exercise he/she found most helpful and why? **OR/PLUS** you may choose one exercise that you want everyone to give input to.
 - b) Ask those willing to share the most important thing learned and the changes they would like to make so the group can pray for them. (You may take notes so YOU can personally pray for them and follow up as the Lord leads you.)
 - c) With your facilitation skills pay extra attention to keeping people engaged. You can do this by changing the order of people asked or relating one person's thoughts or questions to that of another. Or you can even interject by asking your own open-ended question.
 - d) Allow some time to pray for each other or for specific needs that were shared.
 - e) Always try to finish within the agreed time.
- B. In Class Study Option: This may be an option for in person groups.** Here you will show the self-study video during the group meeting. Exercise your leadership to make the best use for the remaining discussion time. Here are some thoughts:
- Give the students time **to individually reflect** on the coaching and application exercises provided in the self-study guide before engaging in any discussion. Depending on the group and the topic allow 5 – 15 minutes. **Note: Follow items b), c), d) and e) as explained above OR**
 - Select one or two exercises you wish to focus on. You should plan on this beforehand but be flexible to the group's interest and the Lord's leadership.
 - Use open forum discussion where everyone shares OR direct every two people to pair together and partner in discussing specific questions.
 - Encourage your members to reflect and pray about what they have learned during the coming week.

Last/Celebration meeting

The purpose of the meeting is to celebrate what God has done:

- The week before the meeting share with your group the purpose of the celebration meeting. Encourage each member to reflect, prepare, and write what they can share. Send an e-mail to everyone setting the expectation that you hope everyone will have something to share. Here are some questions they may consider:
 - a. Has God answered your one prayer request?
 - b. What is the most important thing you learned from the workshop?
 - c. What is the most significant change you have made because of the workshop?
 - d. What specific challenges do you still want the group to pray for?
- During the group meeting, let people know that they may decline to share by saying "Pass". Otherwise, you may go alphabetically or draw names from a hat to select who will share first.
- If possible, think of a way to have some fun. For in-person groups, having some special food or a potluck meal may be a good idea.

Follow-up

Relationships do not end with the last celebration meeting. Pray that the Lord may lead you to continue to impact the people He connected you with. This may be a good time to consider a one-on-one coaching relationship with some who have expressed special need or interest in going further.

5. STRENGTHS DEVELOPMENT COACHING

We are inspired by the model of Jesus and his one-on-one communication with Nicodemus, the Samaritan woman, the rich young ruler, Saul of Tarsus and many others. From that example we see that coaching is a personal relationship that is:

- Tailored to individual needs and challenges.
- Requires special tools and processes in response to these needs.

The need for one on one coaching relationship is greater than ever. It was reported that the field of executive and life coaching is the fastest growing segment of all professional services. Based on our experience the **SW** and the **SWLL** often open the door to more personal longer term coaching relationship. If you feel that God is calling you to this kind of life investment, Please see <https://nomoreoverload.com/home/lys/sdc/> and contact us for further information on how we may be able to help you.