

Launching and Leading
the
LIFE READY
woman
Training

LifeReady.com/lifereadywoman

**An 8-Session
Training Series**

THE LIFE READY WOMAN FACILITATOR'S GUIDE

Veritas Ministries, Inc.™

PO Box 924014

Norcross GA 30010

lifereadywoman.com

The Life Ready Woman Facilitator's Guide is part of The Life Ready Woman Training Kit,
ISBN: 978-1-60200-375-0.

© 2011 Veritas Ministries, Inc.™

All rights reserved. Permission is granted for the downloading of this document for personal use only. No part may be sold or used in any derivative work. Any other use including reproduction or transmittal in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, is prohibited without permission in writing from the publisher. Requests for permission should be sent to: webcontact@shaunti.com.

Design: Brand Navigation, LLC

Printed in the United States of America

14131211 12345

Table of Contents

The Life Ready Woman Overview	1
The Life Ready Woman Facilitator	1
The Life Ready Woman Success Training Experience	2
Getting Started	2
Orientation Meeting	3
Suggested Outline for Each Life Ready Woman Session	4
Important Reminders	4
▶ Be thoroughly prepared.	
▶ Provide a quality environment.	
▶ Make sure group participants “get specific” with their personal applications and Life Ready Map.	
▶ Focus on changing lives.	
▶ Be sensitive to the single women in your group.	
▶ Complete this series in eight straight weeks.	
The Life Ready Woman Feedback Survey	5
Sample Survey	5

The Life Ready Woman Overview

The Life Ready Woman series is developed for women—especially younger women—to help them set a clear direction for their lives and establish biblical convictions in their priorities and relationships. In the midst of a fast-paced modern world, filled with wonderful opportunities as well as dangerous pitfalls, today's Christian women will benefit from the rich biblical insight, practical steps, and personal applications The Life Ready Woman series offers as they seek to better manage their lives and find God's best.

The following guidelines will help you make the most of The Life Ready Woman training:

- ▶ This training works best when participants can be divided into small groups of three to five women following the video sessions. Each small group should have a well-prepared discussion leader.
- ▶ The training is easily adaptable to a variety of settings, including church, home, or the workplace.
- ▶ This training is most effective when done in nine weekly gatherings, including a short orientation meeting, followed by eight video-training and small-group-discussion sessions.
- ▶ The optimum session length is one hour and forty-five minutes, including fellowship time before and after each session.
- ▶ Each participant will need her own *Life Ready Woman Workbook*. Additionally, purchasing *The Life Ready Woman* book, which parallels this series, is highly recommended but optional.

The Life Ready Woman Facilitator

Thank you for stepping into the important role of facilitating The Life Ready Woman series. As the leader, you have the crucial job of hosting and facilitating this success training. You, more than anyone else, will determine whether this training is exciting, well done, taken seriously, and in the end, results in participants being successfully equipped with life-changing truth. Your thought, preparation, and organization beforehand will ensure that the women in your group feel welcomed, have fun, and are encouraged and connected along the way.

To prepare yourself as a Life Ready Woman facilitator, you'll want to

- ▶ Watch segments 3 and 5 on *The LifeReady Strategy* DVD provided in your training kit. It will help you get started.
- ▶ Read through this facilitator's guide in its entirety. This is very important for your preparation. In addition, check LifeReady.com/lifereadywoman for fresh updates and new ideas for facilitating a Life Ready Woman group.
- ▶ Before facilitating a group, watch the eight video sessions, following along in *The Life Ready Woman Workbook*. Also, you'll want to complete the personal Guided Application Projects (GAPs) in each session and the Life Ready Map.
- ▶ Read *The Life Ready Woman* book provided in your training kit. This book is part of the "Optional Homework" for The Life Ready Woman series. Since many women will read it, it is important that you be familiar with it.
- ▶ Become familiar with the LifeReady.com/lifereadywoman Web site.

- ▶ Assemble a leadership team that will work with you to make this Life Ready Woman training a success.

Doing all the above will thoroughly equip you to lead a successful Life Ready Woman group and change lives!

The Life Ready Woman Success Training Experience

The Life Ready Woman series is *much more* than a video experience. In fact, the video training is only part of the overall experience. More important is the quality environment you set as the leader; the personal interaction, care, and attention you give the women in your group; and the added touches you bring.

- ▶ Be creative.
- ▶ Have fun.
- ▶ Encourage participants in every way you can. At times some women will struggle with the content. Single women, in particular, may push back when the content focuses on marriage and children. You will need to encourage them and remind them that this material is not just for where they are now, but for where most will be someday (and most *will* one day be married and have children). Other women may struggle with the practical assignments and applications. The personal support and assistance you and your team offer these women are the key to making this Life Ready Woman training a success.

Getting Started

Build a Good leadership team

To make The Life Ready Woman series the quality training event it should be for participants, you may need to ask additional people to help you, especially if the group includes ten or more members. Having teammates handle welcoming, refreshments, room setup, decorations, sound, video, and follow-up will make your job as facilitator much easier. Of course, the larger the number of participants, the bigger and more organized your team will need to be. It's best to bring your leadership team together early to sample The Life Ready Woman material, preview the videos, discuss expectations and outcomes, assign roles, and begin the process of preparing for the launch of the training sessions. Do this at least six weeks before the orientation meeting.

Begin Publicity Efforts

Start publicizing The Life Ready Woman at least four weeks before the orientation meeting. If this is the first Life Ready Woman group you've facilitated, we suggest you handpick the participants rather than offering a general sign-up. (The reason for this is explained in the "How to Launch a LifeReady Resource" video segment of *The LifeReady Strategy* DVD in your training kit.) If this is not your first group, send out flyers, put up posters, add a Life Ready Woman announcement to your church's Web site, and so on, to get the word out. Some helpful print-ready materials are available at LifeReady.com/lifereadywoman.

Host an orientation Meeting

Host a gathering of women who are interested in this Life Ready Woman training one week before you begin. This orientation time will give you and your team the opportunity to present an overview of this

series to those curious about the training. It will also allow you the time to explain the training, build expectations, set ground rules, and introduce your leadership team. Afterward, those who decide to participate in The Life Ready Woman training can purchase their workbooks and *The Life Ready Woman* book, which is optional.

Orientation Meeting

- ▶ If possible, hold the orientation meeting in the same location where your group will be meeting for the eight Life Ready Woman training sessions.
- ▶ Create a warm atmosphere. Provide refreshments and have background music playing as guests arrive. Use the first 15–20 minutes as a time for you and your leadership team to personally interact with those who have come.
- ▶ Keep the actual meeting short—approximately 30 minutes. We suggest the following agenda:
 - 1 . Welcome everyone.
 - 2 . Introduce yourself as the group facilitator and briefly tell everyone why you're excited about The Life Ready Woman training.
 - 3 . Introduce your leadership team.
 - 4 . Show The Life Ready Woman promo video. Afterward, briefly explain what the eight sessions include—fellowship, video training, GAP times, small-group discussions, and optional homework. Pass around a copy of *The Life Ready Woman Workbook* and *The Life Ready Woman* book for the women to see.
 - 5 . Explain the basic ground rules for participating in The Life Ready Woman training:
 - Come faithfully to all eight sessions. This is the only way a woman can make the most of The Life Ready Woman experience.
 - Come to learn, grow, and interact with other women.
 - Come expecting to have fun while building new and deeper friendships. Let participants know that you and your team are committed to making each Life Ready Woman session as enjoyable and engaging as possible.
 - Each woman will need her own *Life Ready Woman Workbook*. Participants can purchase this workbook at the orientation meeting or at the first meeting, when your team will hand them out. The same goes for any woman wanting to purchase the optional book, *The Life Ready Woman*.
 - 6 . After sharing the ground rules, announce the date, time, and location of the first meeting. Those who want to participate in The Life Ready Woman training should inform you of their decision at the orientation meeting, or no later than the following day. This will ensure that you have adequate time to secure the needed workbooks and optional books and make them available at the first meeting.
 - 7 . Conclude with prayer.

Suggested Outline for Each Life Ready Woman Session

- 10 minutes** Fellowship time. Warmly welcome participants as they arrive. Have name tags ready and serve light refreshments. Play upbeat music in the background and display The Life Ready Woman logo on the video screen.
- 5 minutes** Facilitator's opening. Use this time to set the stage for the session. Briefly review the previous session and then introduce the upcoming session. Be creative where possible.
- 50 minutes** Watch The Life Ready Woman video-training segment on DVD.
- 35 minutes** Small-group discussion and the Life Ready Map application (sessions 3–8 only). Each small group will need a prepared small-group discussion leader.
- 5 minutes** Wrap-up. Summarize the session and review the optional homework assignment. Then have the small groups pray together to conclude the meeting.
- 105 minutes** Total suggested time for each Life Ready Woman training session.

Important Reminders

- ▶ Be thoroughly prepared before you lead a group of women through this Life Ready Woman training series. Watch all eight videos. Master the workbook and complete all the Guided Application Projects (GAPs). Read *The Life Ready Woman* book. Great leadership comes with great preparation.
- ▶ Provide a quality environment. The setting should be warm and comfortable. The refreshments, especially the coffee, should be high quality. The video screen and sound should be excellent. Make quality a high priority.
- ▶ Make sure participants “get specific” when it comes to their Guided Application Projects (GAPs) and Life Ready Map. For women to improve their lives, they will need to do more than generalize the personal applications. For example, instead of “I need to be more encouraging,” a more specific application would be, “Everyday, I will tell my husband one thing he does well.”
- ▶ Don't just lead these weekly sessions; consider them opportunities for life-changing discipleship, and pray that the Holy Spirit will work in each woman's heart. As discipleship opportunities arise, meet and counsel with participants outside the weekly meetings. Connect your women with people and resources that could help to further change their lives after this series is over.
- ▶ Be sensitive to the single women in your group. Some may react strongly to parts of this series—particularly when marriage and family are held up as two of the primary callings of God. At such times, your encouraging words and balanced understanding of this series will be an invaluable help in keeping them engaged. Singles are affirmed throughout this series, but they are also challenged to see their lives from a holistic perspective, not just from the stage they are in.
- ▶ Complete this series in eight straight weeks, if possible. Going longer or skipping weeks will interrupt the focus and momentum that otherwise encourage real life change.

The Life Ready Woman Feedback Survey

At the start of session 8 (before you start the final video), ask the women in your group to take 5 minutes to provide you with some helpful, honest feedback concerning The Life Ready Woman series.

This feedback will do two things:

- ▶ It will help you and your team do a better job of hosting future Life Ready Woman groups.
- ▶ It will provide helpful feedback to church leadership concerning what women are experiencing and what additional helps they think they need.

Feel free to create your own feedback form. Following is a sample for your consideration.

Sample Survey

(Do not put your name on this survey)

What did you like best about this Life Ready Woman series? Be specific.

What did you like least? Be specific.

If you could change one or two things to improve this Life Ready Woman series, what would those things be?

How has this Life Ready Woman series helped you or changed your life? Be specific.

Would you recommend this Life Ready Woman series to your friends?

_____ Yes _____ No

Why or why not? _____

In light of this series, how can the church be of more help to you as a woman? Be specific.
