Running peer group meetings

Choose facilitators

Before the meeting choose a facilitator to run the meeting.

It is good to share the role of facilitator around so everybody has a go.

Facilitators must be prepared before the meeting.

Facilitators can have a support person.

Set up the room

Set up the room before the meeting starts.

Sit in a circle so everyone can see and hear each other.

You could also have people sitting around a table.

Start of the meeting

At the start of each meeting you should

- Welcome everyone to the meeting

- Do acknowledgement of country

- Tell people important things like where the toilets and exits are

- Go through the plan for the meeting

Check in

Ask everyone to introduce themselves and answer a check in question.

Check in questions help group members

- Get to know each other

- Feel welcome and important

- Feel listened to and respected

Example check in question

- What is something the group might not know about you?

Group rules

Group rules help groups work together.

It is good to agree on group rules at the first meeting.

Make sure someone writes the rules down to share them with new members of the group.

Examples of group rules could be
 • Only one person talking at a time
 • Turn off mobile phones before meetings

The discussion

The facilitator will help the group to discuss the topic.

Choose a topic people care about so they want to be involved.

Make sure everyone has an opportunity to have a say.

Tips
- Do not let your ideas take up the whole discussion
- Remember some people are not confident to speak up and might need help
- Give people time to think before they answer

Check out

A check out is a way to check how people feel at the end of the meeting.

The facilitator asks each person to answer a check out question.

Example check out question
 • What did you enjoy about today's meeting?

Ending the meeting

Do not forget to let members know
 • When and where the next meeting will be
 • If they can contact the facilitator between meetings