

What are the benefits to becoming a Small Group leader?

Small Group leadership provides an opportunity to develop and extend:

- Leadership skills
- Presentation skills
- Group facilitation skills
- Interdisciplinary professional development and teamwork
- Public speaking skills

What is the time commitment for Small Group Leadership Induction/Training?

Small Group Leader Induction – total commitment 5 hours:

- Prereading and preparatory work 1.5 hours
- Introduction, programme history & philosophy and leadership 1.5 hours
- Presentation and Facilitation Skills 2.0 hours

Once I have completed my Small Group Leader Induction what is the ongoing time commitment?

For the Partner organisation, TBC topics are offered per 12 month block. For each topic:

- Prereading (1 hour)
- eLeaders Briefing (1.5 hours)
 - Interactive online peer led meeting facilitated by an experienced small group leader from the Canterbury Small Group Education programme
 - Materials for the topic are presented , role modelling Small Group Leadership skills required to facilitate your own meeting
 - Group discussion and Q&A for the topic
- Self-directed meeting preparation. (Time commitment varies according to content and SGL experience, typically 1-3 hours)
- Facilitate Small Group Meeting (1.5 hours per group)

How much time would I need to prepare to facilitate my Small Group meeting?

The time commitment varies according to topic content and Small Group leader experience, however it is typically between 1-3 hours.

I do not feel like a confident presenter, can I still be a successful Small Group Leader?

Absolutely, the Small Group Leader induction has a strong focus on leadership, facilitation, and presentation skills. At the induction we specifically explore and discuss individual anxieties and tailor the content to address these. We have a strong focus on strategies to help increase confidence.

How would I manage questions from someone with a different professional background to me?

The Small Group materials, where required, are written from a multidisciplinary perspective and include relevant information for all professional streams included in your programme. The teams preparing the topic are inter-professional and work together to ensure the topics cover all disciplines and meet relevant professional development needs. Questions that cannot be answered within the group or in the materials can be added onto the feedback form to be followed up after each session.

Is this a paid position?

Suggested answer, to be verified by partner organisation. Yes, this is an important leadership role and you are remunerated for your time and commitment to the programme. You will receive a contract which includes a position description and payment schedule.

Will I be required to attend to administrative task such as booking venue and scheduling meetings for my group?

The Partner organisation has a staff member, who is responsible for all administrative tasks associated with the programme including:

- scheduling meetings and sending meeting invitations
- booking venues
- circulating materials required for the meeting
- printing and distributing leader materials

Are the meetings in-person or online?

All Leaders Briefing meetings are held online.

The Small Group meetings are held in person where possible.

What happens if I am on annual leave or sick?

Small Group meetings dates are scheduled in advance and in the first instance are negotiated with you as the Small Group Leader. In most instances there is an opportunity to work around annual leave schedules. If you are unavailable due to sickness your Organisation key contact will arrange for another small group leader to cover your group or will reschedule your meeting and notify your group members.