



Facilitator
Booklet


POINTS OF YOU[®]

Academy

Hello Points Workshop

Explorer, L.1





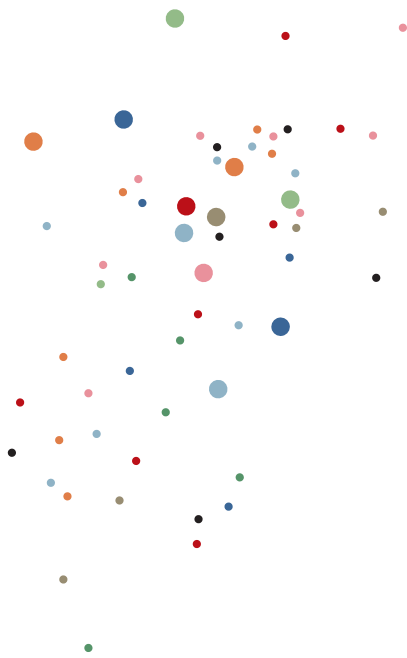
Still round the corner
there may wait,
A new road or a secret gate..

J. R. R. Tolkien



- 2020 Edition -

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Hello and welcome,

We are so honored to have you here as a future facilitator of the Hello Points Workshop.

This workshop is the first level of the **Points of You® Academy**.

As a facilitator, you will be opening a door for your participants to discover the magic of **Points of You®** tools and method, possibly for the first time.

It will also be a first time for you - the beginning of a facilitation journey in the **Points of You® Academy**.

We have created this booklet and the online course to help you be well prepared and ready so that you and your group will enjoy a powerful professional and personal experience.

We wish you Good Luck and a lot of enjoyment.

Let's pay it forward,

Blessing and love ♥,

Efrat & Yaron

Founders of **Points of You®**

Table of Contents

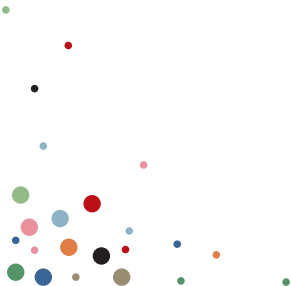
Pg. 5	Hello Points Agenda
Pg. 6	About the Hello Points Workshop
Pg. 8	How to Use this Booklet
pg. 10	Points of You ® Facilitator
Pg. 12	How to Prepare for the Workshop?
Pg. 20	Music: Workshop's Playlist
Pg. 22	Welcome and Opening
Pg. 28	Pause
Pg. 30	Zooming In
Pg. 42	My Story
Pg. 51	Get to Know Points of You ® Layout Chart
Pg. 54	Awakeness Layout Chart
Pg. 56	Hello Points Completion
Pg. 60	Hello Points Exclusive Cards
Pg. 64	Creative Practice Workshop
Pg. 68	Appendix - Facilitating Hello Points Workshop Online
Pg. 75	Make the most of your certification



Hello Points Workshop Agenda

10:00-12:00	Opening, Pause and Zooming In	120 minutes
12:00-12:20	Break	20 minutes
12:20-14:00	My Story	100 minutes
14:00-14:20	Break	20 minutes
14:20-15:30	Get to Know Points of You ® Layout Chart	70 minutes
15:30-16:00	Completion	30 minutes

* This is a suggested schedule for the workshop. You can adjust and start it at the time that fits you, according to your needs. Make sure to keep the same timing for the processes and breaks.



About the Hello Points Workshop

Welcome to the world of **Points of You**[®].

In this exciting, one day workshop you will get a taste of the **Points of You**[®] methodology and tools, experience a unique form of communication and dialogue and add new skills to your professional know-how.

Completing the Hello Points Workshop makes you a **Points of You**[®] Explorer.

Duration: 6 hours

Recommended retail Price: \$490

Minimum Number of participants: 10

Workshop's standard: Venue + coffee break

What Will I Learn?

Points of You[®] Concept

The world of **Points of You**[®] and the way it works.

Points of You[®] cards.

Learn how to use an exclusive technique of photo observation to gain new points of view.

Zooming In with The Coaching Game

Go on a speed date with your thoughts and insights.

Experience a fun and easy-going process that goes surprisingly deep.

My Story with Punctum

Re-frame an empowering life story with the brilliant cards of Punctum.

Layout Charts

Map your thoughts and feelings with a tailor made, one-on-one, coaching tool for self exploration.

Level 1 Training Includes:

Training

A Live Workshop

Hello Points
6 hours

L.1 Hello Points Pack

Workshop Booklet
Notebook
L.1 Exclusive cards
Goodie Bag
Canvas Bag

Points of You® Tools

The Coaching Game
Punctum

Certification Benefits

L.1 Certificate of Attendance

Certification of completion title:

Points of You® Explorer

Accreditation

6 CCEUs from ICF



How to Use this Booklet

We've designed this booklet with a lot of thought, love and attention to detail, in order to best prepare you for facilitation. Below is a guide to the different types of information that you will find in this booklet.

Red : Preparation

It is said that God is in the details and indeed we love details and pay attention to each and every one of them. The red areas in the booklet will list everything you will need to prepare for the workshop in general, and for each process, in particular.

Blue : Points of You® Facilitation Method

Points of You® is known for its unique facilitation methodology, style and techniques.

The blue areas in this booklet will point to the 'Why' behind what we do - our methodology. Understanding the "Why" as a facilitator will add a profound depth to what you do and make the group's experience more meaningful. In Level 3 and 4 of the **Points of You®** Academy you will learn more about why we do things the way we do them and get a deeper understanding of **Points of You®** facilitation.

Please pay attention to the following blue areas in your booklet:

Facilitator's Focus Points

What to focus on and what to emphasize during each process.
What you, as a facilitator, need to achieve with your group.

Facilitation Energy Modes

A workshop is a performance. It's a journey on which we are taking our participants. As a facilitator you are about to navigate the group through a carefully designed experience. We are guides for our participants on a transformative journey. How we guide them will have a potential impact on their experience. There are moments when you'll need to be active, energetic and take the room with you. At other times, you'll need to create a soft, intimate atmosphere where participants can feel safe and show themselves. No matter the energy, high or low, we always hold the space and contain what is happening.

To help you to do that, we have defined different energetic modes of facilitation:



Lift

When we want to take the room, to inspire, captivate and get the participants excited.

When we need everyone's attention to pass a key message across.

That's when we need to be active and energetic, we can bring our humor out. We need to lift the energy level in the room and keep it high and light.



Cocoon

When we want the participants to stay in their intimate bubbles, to feel safe, to reach their breakthroughs.




When we wish to give time for things to sink in and register. When we feel a need for a pause to take us out of the hectic, everyday running, to stillness. That's when we need to slow down, take a step back, lead softly and just hold the space. Use your gentle voice, be sensitive to the group's needs. Sometimes let silence play in the room. We are creating a nest or cocoon for the participants in which they can do their own work.



In the Rhythm

When you don't have to lift or to hold, just get in your rhythm. This is most of the workshop. Be yourself.

Find a good rhythm that will keep the participants interested and engaged. To be in the rhythm is like a river - there will be moments of flowing slowly and other times of increasing our tempo. Bring out the authentic, natural you.

These icons    will appear throughout the booklet to remind you which energy to use. Play with your voice, transform the energy with the intention of serving the room.

Begin your inner research. Each one of us has a unique personal energy. Adapt these levels to your personality so that they align with your facilitation style and allow you to be authentic. The icon is a general indicator. It's up to you to do the fine-tuning throughout the process. Remember what it was like for you when you were a participant in the workshop.

Facilitation Notes

Extra points and useful tips to keep in mind.

Please note: the blue parts in this booklet are meant for you, the facilitator, only. They are not meant to be shared with the group.

The black and white areas will take you through the workshop, step by step.

Process Structure

Lays out the structure of the content as a whole in a few bullet points, including the timings for each section.

Process By the Book

Breaks down each part into the details. Just like a script for a play or for a movie, we'll describe what to say and do, right from the very beginning of each session.

What to say will appear in italics.

Texts in gray are methodology highlights, general instructions and logistic comments.

So... are you ready? **Let's get started.**

Points of You® Facilitator

Points of You® facilitators need to hold a few roles:

As a Parent

Balance 2 aspects: respect and accept the participants as they are and at the same time challenge them. Everything that the participants bring is ok, however we want them to grow. So we challenge them with an intention coming from the heart.

As a Leader

Focus primarily on people and their needs. It's important to be an inspiring figure, lead and take responsibility for the room. Always set an example and be a role model. You need to believe this is what you are and if not, build the missing pieces. Walk your talk and be yourself.

As a Container

Accept any outcome as valid, useful and worthwhile; have no expectations from people, processes, and yourself. Every time you facilitate a workshop it will look different. Hold no judgment; help, support and allow something to happen.

Focus on giving service (It's not about you). Leave yourself aside, we are in service to others, bring yourself to the room and serve.

Hold the space during the entire workshop. Listen to the texts and subtexts; embrace resistance, make eye contact and communicate with the participants in an authentic and inspiring way.

Enjoy the Goodies

Here's a little tip...

Encourage your participants to take a closer look at their Hello Points Pack and explore the different items. Their Hello Points notebook is an opportunity for them to express themselves.

They can use it freely, creatively and playfully to document their experience and have fun :)

The four exclusive cards can be a part of your Coaching Game Cards. Same as The Coaching Game they come with their unique stories, which the participants will find at the end of their Participant Booklets.



How to Prepare for the Workshop

1. Marketing

All the marketing materials that will help you to sell the Hello Points Workshop on social media networks will be provided by HQ in English and by the Country Leader in the local languages.

2. Sales

Country Leaders will provide and support you with the sales process in your country, including How to sell Hello Points Workshop, the registration process, prices, Hello Points packs, etc.

3. Workshop Preparation

Here is what we refer to as the “Workshop Standards” in terms of location, facilities, food, tools and branding.

a. Location, Atmosphere and Room Setting

- A warm, clean, cozy room. We will feel at home and at ease. There needs to be an option to close the doors to keep it intimate.
- Since our work is based on observation, the room should be well lit, preferably with windows (for natural light).
- A circle of similar chairs so that we will all be equals - participants and facilitator alike.
- A room without any other furniture (tables etc.) that may interfere or create a physical barrier between the participants. The space should feel "open" and supportive of the sharing that will occur.
- Cushions / other chairs / alternative seating can be spread around the room. For a pleasant atmosphere and to be used during the Pause or breaks.
- A comfortable room temperature (not too hot, not too cold).
- An easily accessible location, with parking spots and good public transportation.
- If needed, make sure you provide clear directions to avoid any delays.
- The Centerpiece - Over the years, a careful creation of the centerpiece has become a beautiful tradition in all **Points of You**® workshops. Please position the centerpiece in the center of the room. Each facilitator may be creative and decorate the centerpiece so that it expresses who they are and aligns with the purpose of the workshop. Objects chosen for the centerpiece (flowers, candle, etc.) should be beautiful and honor in some way the location in which the workshop is being held.
- In the Hello Points Workshop, the cards of The Coaching Game should be arranged around the centerpiece facing up. These cards will be used during The Zooming In process and will evoke curiosity when the participants enter the room.
- Remember - we are hosts and the participants are our guests. Make sure the general atmosphere is warm, welcoming, clean and that the participants feel that they are well taken care of.
- We want to create a supportive space where the group will feel comfortable opening up and sharing.

b. Facilities

Room Amenities Based on 10 Participants

- Chairs - one for each participant plus the facilitator
- A coffee break table
- A set of speakers
- A candle and a lighter
- Smudging with white sage or herb of your choice
- 2 boxes of tissues
- Pens
- Sticky notes

Music

Music plays an important role in our facilitation at **Points of You**®. Most of the processes we facilitate are accompanied by carefully chosen music tracks that support the emotional process.

Please make sure to prepare:

- A Smartphone / other mobile device / computer for playing your music
- High quality speakers (or a connector to sound systems at your venue)
- Music software with an updated music list. The music playlists we provide are supported by Apple Music and Spotify
- Please note: If you're using another software application, you will need to create your own playlist according to the list provided on page 18. It's recommended that you download the playlist to your device before the workshop in case the WiFi or the cellular service is not available

c. Food

During the 6 hours of the workshop we provide cold and hot water, tea/coffee and some healthy snacks.

d. Facilitator's Tools

- The Coaching Game (1 set for up to 10 participants)
- Punctum (3 sets for up to 12 participants)
- The participants will also work with their own tools
- Facilitator booklet

e. Branding

Entrance

Produce 2 high quality Hello Points Workshop rollups and place them at the entrance. Graphic files can be found in your marketing kit.

Welcome items - arranged on each participant's chair at the beginning of the workshop

- Canvas bag, name tag, workshop booklet, notebook
- 1 Coaching Game + 1 Punctum
- A goodie bag with 6 Dots (3 big + 3 small), 4 cards, 3 badges (1 big + 2 small)

Completion items - given to each participant at the end of the workshop

- Certificates of attendance: Explorer
- 1 big badge: The magic is in ME

4. Facilitator Preparation

Intention

Take at least 10 minutes to pause on your own with music, a walk in nature or any other way that will ground you.

Think about the qualities that you would like to bring to the workshop and the intention you wish to bring into the room.

Listen to the workshop's Pause music at home.

Taking care of yourself

Wake up early. Eat well. Be a parent to yourself. Be at your best so you'll be able to support and create a container for the participants.

2 Hours before the workshop

Please come to the venue 1.5-2 hours before your participants.

These last preparations will help you get into a different state of mind

- Prepare the room, clear the space, make sure there are no barriers
- Prepare the centerpiece
- Place The Coaching Game cards face down around the centerpiece
- Arrange the chairs in a circle around the centerpiece
- Make sure everyone (including you) has the same design of chair and that your chair is part of the circle
- Place the welcome items on the chairs
- Test the music
- Build the energy of the workshop
- Let yourself disconnect from the outside world in order to switch into a facilitating state of mind
- Focus on your role - remember to be a parent, a leader and a container
- Focus on your intention to serve your participants
- Your energy and state of mind will reflect onto the group

Centerpiece Inspiration



Room Setup



Chairs with Welcome Items

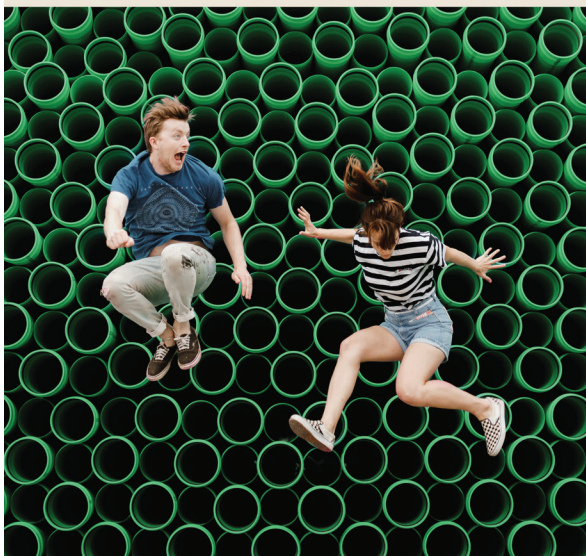


Coffee Break Table

POINTS OF YOU®
Academy

Hello Points Workshop

Explorer, L.1



www.points-of-you.com

POINTS OF YOU®
Academy

Welcome to our world



www.points-of-you.com

Entrance Rollups

Here's a tip - from our experience, the roll ups look great in photos! You can move them inside the room for the workshop's closure session and make them the background of some great group photos. :)

Welcome Items



Welcome Items



Goodie Bag

Completion Items



POINTS OF YOU®
Creative Tools & Training for Development

Explorer

Certification of Completion

Has completed the **Points of You® Academy L.1 Hello Points Workshop**

Workshop date: _____ Location: _____

Facilitator: _____

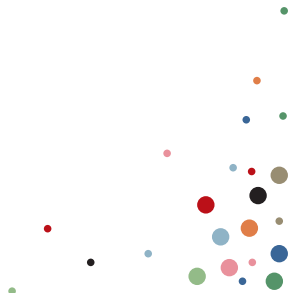
Efrat Shani
Points of You® Co-founder

Yaron Golan
Points of You® Co-founder

This course fulfills the requirements for the following:

 **CCE**
Continuing Coach Education

The International Coach Federation
5.5 Core Competency CCEUs
0.5 Resource Development CCEUs (A portion of the Turning Point Program)



Hello Points Workshop Music Playlist

Process	Song / Performer	Links to:
1. Pause	Tangerine Thumri / Prem Joshua	itunes Spotify
2. Zooming In Background	Music for Jean-Pierre Jeunet's Movie "Le Fabuleux destin d'Amélie Poulain" (2001) No. 3, La Valse d'Amélie (Solo Piano Version) Yann Tiersen Ava Maria / Lawrence Sumpter Le Moulin / Yann Tiersen Mount Kailash / Karunesh Ana Bekoach / Ovadia Hamama Over the Rainbow, What a Wonderful World / Israel Kamakawiwo'ole	itunes Spotify
3. My Story Background	Heaven's Door / Jeff Johnson Gnossienne 3 / Helvia Briggen & Djamel Ghezali Joyful Spirit / David Sun Threshold Between Worlds / Benjy Wertheimer Om Hraum Mitraya / Deva Premal Wisdom and Compassion / Nawang Khechog Clair de Lune / Martin Jones Structures from Silence (Excerpt) / Steve Roach Let It Be / Maneesh De Moor Suzanne / Leonard Cohen Sisters of Mercy / Leonard Cohen So Long, Marianne / Leonard Cohen Bird On the Wire / Leonard Cohen Lady Midnight / Leonard Cohen The Partisan / Leonard Cohen Hey, That's No Way to Say Goodbye / Leonard Cohen Famous Blue Raincoat / Leonard Cohen Last Year's Man / Leonard Cohen Chelsea Hotel No. 2 / Leonard Cohen Who By Fire / Leonard Cohen Take This Longing / Leonard Cohen	itunes Spotify



Welcome and Opening - Overview

Preparations

This session is followed by The Pause and Zooming In with no break in between
The room should be set in advance for all 3 sessions

Room Setting	A circle of chairs The Coaching Game cards face down Centerpiece Lit candle
Music	Pause music - No.1 on our playlist Zooming In music - No.2 on our playlist.
Facilitator Tools	Hello Points Exclusive cards The Coaching Game cards + The Coaching Game book
Participant Booklet	Page 8 - Zooming In Page 9 - What do I take with me from Zooming In?

Points of You® Facilitation Methodology

Facilitator's Focus Points

- To get the participants into the process
- To agree on group contract: Sensitivity and Respect
- To establish the setting of the workshop
- To create enthusiasm about the process - Public Relations
- To inspire and lead as a facilitator

Facilitation Energy

This is the first moment the participants arrive in the room, energy high. This is the longest part where you are talking. Make it light, fun and engaging for the participants.
Remember to bring yourself to the room and be you. The participants came for you, it's time to show up.
During sensitivity and respect we are building the safety net of the workshop. Make sure each point stands out. We want our participants to gain the most, to share and be open. To achieve this we need to support them in feeling safe.

Process Structure 15 minutes

Welcome	2 minutes
A Simple Self-introduction	1 minutes
About Points of You [®]	2 minutes
The Objective of Hello Points Workshop	4 minutes
Bring Yourself	1 minute
Guiding Points (logistics)	1 minute
Sensitivity & Respect	4 minutes



The Coaching Game cards face down around the centerpiece

Welcome and Opening - By the Book

Opening

Welcome

Hello everyone, and welcome to our Hello Points Workshop. This is the best opportunity to experience the magic of our tools and see where it may take you...!

A Simple Self-Introduction

Your name, age, something personal, something professional. For example-
Hi, nice to meet you! My name is Efrat. I'm 52. I'm a mother of two beautiful grownup souls Yonatan and Evyatar, I'm a photo therapist, coach and theater director. In **Points of You**® I'm the head of the development department.

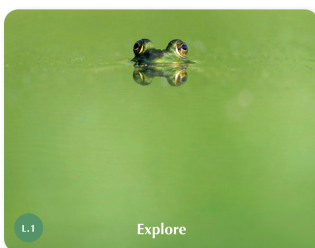
About Points of You®

***Points of You**® creates innovative tools and training for professional and personal development. All **Points of You**® tools use the powerful language of today's world, the language of photos, that inspires and provokes the mind. Professionals around the world use the tools to create meaningful communication in various settings, gain insights and have a real impact on people's lives.*

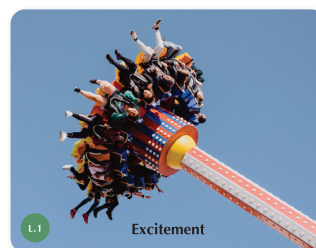
***Points of You**® was founded in 2006 by two creative entrepreneurs - Efrat Shani and Yaron Golan. Since then, the **Points of You**® tools have been translated into more than 25 languages and their unique workshops have opened the hearts and minds of beautiful people across the globe.*

The Objective of the Hello Points Workshop

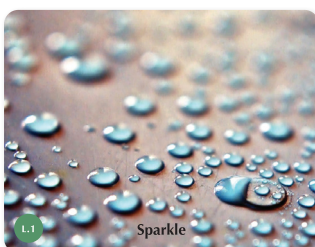
Please look inside your goodie bags and take out the 4 cards.



Explore
*Welcome to the world of **Points of You**®.*



Excitement
Enjoy a unique personal & professional experience.



Sparkle
Reveal your inner light, feel awake and inspired.



Intriguing
*Discover the magic and opportunities of the **Points of You**® Academy.*

Bring Yourself

*Today, we are going to have an exciting experience with the **Points of You**[®] tools, and I invite us to bring ourselves as we are, to be authentic and open ourselves to whatever it may bring us! Each one of us might experience this workshop differently and it's ok. Some of us might laugh for the first time in a long time, some of us might shed a tear, some might get new insights, some might meet new friends. I invite us to stay open to everything we feel, without any judgments or expectations.*

*What we do in **Points of You**[®] is motivate each other to expand our points of view: to have more ways of seeing from which to choose, to choose the perspective that suits us the most "right here and now". Through those points of view, we can express ourselves to the maximum. In **Points of You**[®] we open people's hearts, break patterns and help create a sense of belonging.*

Logistics

Before we dive in, I would like to mention some logistics for this workshop.

We will be working in this room throughout the whole day. We will have several breaks with drinks and snacks.

Workshop Materials

Each one of you got a bag with all the materials that you will need for the workshop. Inside your bags you will find a booklet that we will be using throughout the workshop.

Points of You[®] Tools

*You received today *The Coaching Game* and *Punctum*.*

You will use your own tools during the different processes.

Mention the location of the coffee break table, toilets, smoking areas and any other information linked to the location.

Sensitivity & Respect

Since most of us don't know each other, we will start by creating our safety space that supports us to be ourselves. In many workshops this is called the group contract, but for us it is much more. It's about making us all feel more comfortable and safe to bring our authentic selves into the room. Sensitivity and respect is for ourselves and for others.

What is said stays in the room

We invite you to take this day as a gift to yourself. Give yourself the time to open up and experience, Respect whatever you are willing to share. I want you to feel that you are able to say anything you want, therefore I would like to agree on confidentiality.

What happens in the room, stays here. During breaks and after the workshop, you can share about yourself but please do not share other people's stories.

If you want to upload your photos and experience to social media - you are more than welcome, but ask permission for others photos. Whatever we will get as a response is ok. No judgment and no expectations.

Be Gentle

To "Be Gentle" is to be with no judgment and no expectation of myself and others. During the workshop, be patient and gentle with yourself for whatever you are willing to share. If you feel that something is too much, don't push it. Don't forget yourself.

Please respect the other participants. Be compassionate as you listen to other's opinions, and do your best to withhold judgment, expectations or criticism, even towards yourself.

Whenever someone is speaking, do not intervene. Listen with sensitivity. Give others the space and don't interrupt. It might be the moment of their breakthrough. If you need to go out, do it after someone has finished and before someone else starts talking.

Be On Time

Yes - it means according to the clock, but it is also a state of mind. Be on time to enjoy the opportunities life has to offer. Life doesn't come with a clock and we need to be present to take what life has to offer. I recommend arriving 10 minutes before we are scheduled to begin to make the transition more smooth. If somebody is not here, it is your responsibility to be on time, Respect your time, be aware of timing, respect the others.

Airplane Mode in the Room

Please mute your phones and keep your communication with the outer world for our breaks. Please make your calls outside this room. We have only 6 hours today, so let's make the most out of it and be present. Let's give ourselves the opportunity to get inside ourselves with no interruptions. Go in, is a process that takes time and space- give it to yourself.

If you agree with the sensitivity and respect, please raise your hand.

Make sure all the participants raise their hands together with you. Afterwards,

So phone to airplane mode

Wait till everyone has checked their phones before continuing.

Documentation and Reflection

There are 2 tools that I want you to use for yourself:

1. Writing

During the processes, there is no need to write anything - I have nothing smart to say :) ;

When you are writing about what is being said in the moment, you are missing the experience. You are trying to put your experience into knowledge before the meaning has sunk in. You probably will not remember everything, but it is what it is. Leave it. No judgment and no expectations. You will get the knowledge from your own practice. You will remember what is relevant for your life right now. Be with the experience, allow yourself to be yourself we will have time for methodology later.

But... writing is for yourself, it is your opportunity to make a deep conversation with yourself. This is your very powerful tool for reflection – I encourage you to use it! You have a notebook. Use it to record your journey, play with it and express yourself to the fullest.

2. Photography

*Another tool that we are using is the camera. Although our phones are on Airplane mode, we can use the cameras. Photography is our language in **Points of You**®... Go deep into it. Learn it. When we click the camera, we have the opportunity to capture the here and now and then observe it.*

Any questions?

Let's start!



Pause - Overview



Preparations

This session follows the previous one with no break in between
The room should be set in advance for all consecutive sessions

Points of You® Facilitation Methodology

Facilitator's Focus Points

- To Tune in, take a breath and meet myself
- To digest the opening
- To get to know the Pause process as part of the **Points of You®** method
- To start practicing inner research

Facilitation Energy

The Pause is the moment of stillness and calmness. After the opening the participants can digest what is happening. Energetically this is also the moment they can finally arrive at the workshop, it's a clear indication that we are starting the process. Also for you use the Pause, to ground yourself back, to connect with your intention of doing this workshop. The energy that you emit will be felt by the group, model them by your calmness and good vibrations.

Facilitation Notes

The Pause is for the participants and for you as facilitator
Stay still, keep calm, don't be reactive to what is happening during the Pause
(even if you feel movement or hear noises in the room)

Process Structure 15 minutes

Opening	2 minutes
How Am I?	5 minutes
Pause Music	7 minutes
Closure	1 minutes

Pause - By the Book

Opening

*We will start with our first experience. Pausing. It is part of the **Points of You**® Method.*

We are going to take some time to ourselves and just be; meet ourselves, observe and reflect on ourselves from different points of view: our physical body, our thoughts and our emotions.

Just enjoy doing nothing.

In the 21st century, it is not allowed to do nothing, we need to deliver, we need to be in a doing state of mind. All day we are in a doing mode, everything is so hectic, we are running from one mission to the next one, we have so many roles: being a parent, daughter, husband, owner of a company, colleague, girlfriend...

How Am I?

We usually don't have time just for ourselves, to check how am I feeling and ask simply -

How am I?

How do I really feel?

Am I on the right path?

What happened today?

How was my day?

Usually, other people ask us these questions and our automatic response is – I'm great/ good/ amazing; we don't really pause and think deeply about our answer or give an honest answer to ourselves.

*So... how do we pause in **Points of You**®?*

We pause using music.

I'm going to play a soundtrack; we are going to sit comfortably on a chair or on the floor, whatever makes you feel comfortable. We are going to sit open, without a bag or equipment on us, no legs or arms crossed; if you need to, you can lean on something. We are going to close our eyes. Try to stay as aware as possible; try to be in a real pause and to be still as much as you can. While we are pausing, I want you to feel at ease, to feel at home.

You can call it mindfulness, meditation, we are going to do nothing. Get prepared, you can take your shoes off and the most important thing is to feel comfortable.

We are starting.

We are going to do a pause of 7 minutes and 13 seconds. During the Pause, ask yourself a question "how do I feel?" from 3 different points of view- physically, observe it both mentally (thoughts) and emotionally (feelings).

Enjoy.

Pause Music

No. 1 on the playlist

Play the music, sit down with everybody and pause until the music ends.

The Facilitators will join the Pause, it's very important that you set an example for the participants (modeling). Enjoy the Pause as well, it is for you too; this is a chance for you to tune in and arrange your thoughts and excitement before you continue the facilitation.

Closure

When the music ends, take your time... slowly... count to 10 before you speak

Keep the energy that has been created in the room. Speak softer and say:

Thank you for the Pause. Take your time, slowly, I invite you to return to your seats.



Zooming In - Overview

Preparations

Room Setting	The Coaching Game cards face down around the centerpiece
Music	Zooming In background music - No.2 on our playlist
Facilitator Tools	The Coaching Game cards + The Coaching Game book
Participant Booklet	Page 10 - Zooming In Page 11 - What do I take with me from Zooming In?

Points of You® Facilitation Methodology

Facilitator's Focus

- To give an experience of the Coaching Game
- To teach how to look at a photo - the basics of working with our tools
- To provide an opportunity for inner research and new insights

Facilitation Energy

This will be the first time the participants use the cards. We want them to fall in love with the tools, with the Academy and the process.

Keep the energy high and light. Zooming In is like speed dating, it's energetic and dynamic.

The stories are an important break between the process rounds. They allow the previous round to sink in and at the same time add an inspiring boost to the process. This is a chance for you to show up. You can read the stories or act them out, use them to lift the energy in the room. It's important to own them, so practice reading them in advance.

The cumulative point of this process is when we reach the Joker round. At this moment we want the participants to be inspired, daring and to invite the best things for themselves. This is the moment to be an inspiring figure and lift the energy to its highest point.

Facilitation Notes

This is an ice breaker - a chance for the participants to meet, break the ice and find friends to talk to on their next break.

This is what **Points of You®** is all about - the same card is observed from different points of view and has a different meaning for different people.

While the participants are working in pairs, walk around the room, let them feel your presence but don't interfere. You need to be a container for what is happening in the room without getting involved in the sharing process itself.

Process Structure 90 minutes

Opening 10 minutes

Zooming In objectives

Points of You[®] concept – 170°

What is my Point of view?

Introduction of The Coaching Game

Process Rounds 60 minutes

Round 1: Half full cup

Round 2: Half empty cup

Round 3: Joker / Wild Card

Closure 20 minutes

What do I take from my Zooming In process?

Round of sharing

Dyad Position



Zooming In Sharing



Zooming In - By the Book

Opening

In a few minutes, we will experience Zooming In, a powerful process by Points of You®.

Zooming In Objectives

The objectives of this process are:

- 1. To meet yourself and others from a new perspective*
- 2. To experience one application of The Coaching Game*
- 3. To learn how to observe a photo*

Points of You® Concept – 170°

Our company name, Points of You® is spelled with the word 'You' rather than 'View' because it has a double meaning. In our point of view, for any person, object, feeling, thought, and every little detail in this world can be seen from an endless number of points of view.

*Let's talk about this fact for a minute,
A few minutes ago, we experienced a Pause.
How was it?*

Pause, and wait for someone to answer

How was the music?

Was it too long for anyone?

Pause, raise your hand and wait to see who is raising their hand

Was it too short?

Pause and raise your hand and wait to see who is raising their hand

Who liked the music?

Pause, raise your hand and wait to see who is raising their hand

Who didn't?

Pause, raise your hand and wait to see who is raising their hand

For whom was it precise?

Pause, raise your hand and wait to see who is raising their hand

For whom was it too loud?

Pause, raise your hand and wait to see who is raising their hand

Who felt like dancing?

Pause, raise your hand and wait to see who is raising their hand

I played a track of music that most of you heard for the first time and each person experienced it differently. Each one of us had a different experience, a different point of view and it is ok.

Points of view, that's what it's all about.

However, each one of us has a limited physical perspective.

We can only see 170 degrees.

When we don't understand something or when we don't agree maybe...

it's because we don't see the whole picture.

This is best explained by a story we call: The Big Balloon Concept.

Once upon a time, two people stood on both sides of a balloon so big that it filled the whole room. Half of the balloon was blue and half white. One person said - What a beautiful blue balloon! and the other one answered - What are you talking about? this balloon is completely white. Since they couldn't agree on what they were seeing right in front of them, they spent a very long time trying to convince each other to accept what they believed to be the absolute truth. What did they have to do?

Pause and wait for the participants to answer

That's right, they had to move to see the balloon from a different perspective.

When we get stuck in a situation and can't find a solution, it's time to start moving and look for new perspectives. The more we move, the more we'll see. This movement is our viewpoint. It's a quest, a search, a dance.

It keeps us awake, interested, interesting... it sharpens our senses.

When there is movement - There is life.

We create games that inspire people to move and search for new points of view.

What is my Point of view?

Here's a question for you: how do we get our points of view about life?

For example, when we grow up in the same house with our siblings, each one of us still has different points of view, we are not the same. Our gender, our mentality, our dreams...

Do we live our life through our own points of YOU?

Do we look at things through someone else's points of view? Our parents? Society?

Pause

What is my point of view?

I would like you to keep asking yourself these questions today.

Ask the next questions aloud without expecting any answers, just to echo it in the room:

Am I living my life from my own point of view?

How do I live my real point of you in my family life?

In my profession? In my relationship? In my parenting?

I invite each and every one of you to bring your own points of view into the room.

There is no need to protect it, reject it or judge it. This is essentially what we do in Points of You®, give everyone the opportunity to be authentic and just be yourself.

Introduction of The Coaching Game

When introducing The Coaching Game, you can hold it in your hands and show it to the participants.

In this workshop we're going to use The Coaching Game. The Coaching Game is based on photography, metaphors and the connection that happens when a photo meets a word.

The Coaching Game has 65 cards - 65 topics from life (such as leadership, love, difficulty etc.) As you will see, the connection between the word (or topic) and the photo is not always obvious, it often takes time for them to 'click' together.

For each of the topics there is a page in the The Coaching Game book, with a story, some quotes and some questions- all of them are there- not to tell you what leadership is, for example, but they are intended to give you a variety of points of view on the topic and you can choose which point of view is right for you.

Inside The Coaching Game there is a Layout Chart, which we will use later today.

The Focus notes are to 'record' your process and to take it with you, to practice in your own life.

Process Rounds

I'm going to invite everyone to pick a card. The cards are facing down. Just for you to know, there are "good" cards like love, together, joy... And there are "bad" cards like difficulty, death, ego... The idea of endless perspectives is that there aren't really "good" or "bad" cards, there are just different points of view on each card.

I want to share with you another rule called 'The Rule of the Deck': If you get a card with which you do not connect, or that you do not understand, you can, at any moment during the workshop, return it to the deck and choose a different card. But, before you do that, pause for a moment, and take the opportunity to see things differently and to observe your automatic reaction. And just ask yourself again 'do I really want to replace it?' Sometimes, cards we resist or don't understand / connect with can lead to a meaningful insight if we manage to observe them from new points of view.

You may choose your card. Do it now.

Invite the participants to choose a card. Give them a few moments to return to their seats and then say: Let's look at the card.

Guide them how to look at a Points of You® card:

The first thing that most of us see - is the word; though it is not even 10% of the card. Put your finger over the word and hide it. Observe the photo like you are in a gallery.

What can you see? What are the facts?

Pause

Don't answer out loud, just echo it to yourself.

Look at the colors, some of the photos are black and white, some monochromatic, some colorful.

What does this tell you?

Pause

Try to zoom out and to see the big picture. Try to imagine it

Pause

Where was it taken? When?

Pause

Who took this photo? What is the story of this photo?

Pause

Why did someone try to capture this moment?

Pause

When we are observing a photo, different senses are involved as well. Sometimes we can smell things, hear sounds, we might even want to reach out and touch something in the photo.

Pause

Look at the light parts of the photo and the shadow parts of it.

Pause

Try to think what happened 2 seconds before the moment the camera clicked; what happened 2 seconds after? Imagine it as a short video.

Pause

Now look at the word and see the connection between the photo and the word. If there is no connection in your opinion, try to give the photo your own title.

Once everyone is done observing their cards, the first-round begins.

Round 1: Half Full Cup

Choosing a Partner

I invite you to look around the room and find a partner. Since in Points of You® we want to expand perceptions, you are invited to choose someone who is not your automatic choice, someone that you don't know as well, someone who can expand your viewpoint.. Please, find a partner.

Whenever you find a partner, choose a place and sit in a dyad position - knees to knees, eyes to eyes. It's best that every pair finds the most isolated spot possible, so you will have privacy.

Wait two minutes for everyone to find partners and sit in pairs. If you have an uneven number of participants, let them choose who works in a group of 3. Make sure you pay attention to how their time is distributed, so there will be enough time for each of them to share.

Sharing

Please, decide together who is going to be A and who will be B. B put your card aside.

A you are welcome to share with B – what does the card tell you about what's working in your life?

What is the half-full cup of your life through the card?

All the things in your life with which you are happy, that you are connected with, that you'd like to keep.

What's working for you? Even the obvious things.

B, just listen. You may ask questions but give A the space to share. B, just be there for A. A, you have 5 minutes. You are invited to begin.

A - through the card, what is your half full cup?

(Play Playlist No. 2)

During the sharing, play the music playlist in the background.

Tell everyone when they have only one-minute left to share.

The time is up, I'd like to read a story for A

This is a message to the entire room, and it creates a positive environment.

Story Break

Read the story about Authenticity (Page 92 in The Coaching Game book)

While you are reading the story make sure everyone can see and hear you. It's better to stand in a corner of the room so you can see everyone.

Once you finish reading, pause for a second and then say the title of the story:

Authenticity

Sharing Continues

B now it is your turn to share. A put your card aside...

B you are welcome to share with A - what does the card tell you about what's working in your life? What is the half-full cup of your life, through the card?

All the things in your life with which you are happy, that you are connected with, that you'd like to keep.

What's working for you? Even the obvious things.

A, just listen. You may ask questions, but give B the space to share. A, just be there for B.

B, you have 5 minutes. You are invited to begin. B - through the card, what is your half full cup?

(Continue to play Playlist No. 2)

Let them know a minute before the time is up.

Story Break

Stop the sharing process and read the story about Should Be (page 24 in The Coaching Game book). While you are reading make sure that everyone can see and hear you. You can move around and choose another spot in the room. It's like a dance you are doing to discover more and more points of view from which to reach the group.

Once you finish reading, pause for a second and then say the title of the story:

Should Be

Sharing Continues

I invite A and B to look at the card that expressed the half-full cup of your life, and with nonjudgmental eyes, ask yourselves: What did I focus on - the word or the photo?

Pause

Did I slip into the half-empty cup during the sharing process?

Pause

Now, look at your card one last time... and switch cards. A give your card to B, B give your card to A. Great. Welcome to your new card.

This is the time to thank your partners. With your new card, look for a new partner for the next round.

Round 2: Half Empty Cup

Choosing a partner

Please, find your partners. Whenever you find a partner, choose a place and sit in a Dyad position - knees to knees, eyes to eyes. It's best that every pair finds the most isolated spot possible, so you will have privacy. Choose who's going to be A and who's B.

Sharing

Let's look at the card you got. Your new card comes with a story, this is a used card - put aside everything that came with this card and just observe it with new eyes, from your own unique point of view. Try to find out what is its message for you.

Again, you will help the participants to observe the card they received:

Put your finger on the word and look at the card again, like we did before. Ask questions about details, colors, zoom out, what happened before and after, light and shadow, which senses are involved.

Pause

See if you want to take something out.

Pause

Look at the word, every word has a vocabulary definition, try to define it yourself, mix the letters, and create new words.

Pause

Put "un" or "not" before, think about the opposite word.

Pause

Be associative and think of another word that pops into your mind.

Pause

I would like to add that our workshop today is all about breaking patterns and changing points of view - so B, this time you're going to start. A, put your card aside. B, you're welcome to share with A, what is the card telling you about those things that are not working in your life?

Pause

Those things you'd like to change; the things that make you frustrated; things with which you do not live in peace, that may have worked for you until now but are no longer working.

Pause

What would you like to release from your life?

Pause

A, you're listening; you may ask questions but give B the stage. B, you have 5 minutes. You may start... What is the card telling you about the half-empty cup of your life?

(Continue to play Playlist No. 2) Let them know a minute before the time is up.

Story Break

When B is done sharing, read the story about Judgment (page 104 in The Coaching Game book). The story should inspire and create a short comic relief.

Once you finish reading, pause for a second and then say the title of the story:

Judgment

Sharing Continues

Afterward, it's time for A to share the same process (half-empty cup).

B, put your card aside. A, you're welcome to share with B, what is the card telling you about those things that are not working in your life?

Pause

Those things you'd like to change; the things that make you frustrated; things with which you do not live in peace, that may have worked for you until now but are no longer working.

Pause

What would you like to release from your life?

Pause

B, you're listening; you may ask questions but give A the stage. A, you have 5 minutes. You may start... What is the card telling you about the half-empty cup of your life?

(Continue to play Playlist No. 2) Let them know a minute before the time is up.

Story break

After A's sharing, read the story about Stuck (page 106 in The Coaching Game book).

Once you finish reading, pause for a second and then say the title of the story:

Stuck.

Now observe again the card that represented your half-empty cup, and with nonjudgmental eyes, ask yourselves: What did I choose to share? What did I choose not to share?

Pause

Think about the first card... that represented your half-full cup, and check if there is a connection between both cards?

Pause

It's time to swap cards again. A give your card to B, and B give your card to A. Great. Thank your partner and go find a new partner for our last round.

Round 3: Joker/Wild Card

Choosing a partner

I invite you to look around the room and find a new partner once again. Whenever you find a partner, choose a place in our space and sit in a Dyad position - knees to knees, eyes to eyes. It's best that every pair finds the most isolated spot possible, so you will have privacy.

This time... You received your Joker / Wild Card . What is a Joker for you?

Let them answer... (Each one will define the Joker differently).

Now we'll share with you, what the Joker means to us.

What do I wish to invite into my life?

You are about to share with your partner - what is it about time that I invite into my life? Anything that rises in you. Dream big, invite good things - anything you want and is worthwhile to you. Sharing out loud is very powerful.

I want to remind you about the rule of the deck that I mentioned at the beginning - that you can still change the card. Look at the card like we did before. I want to make sure you make the best invitations for yourselves - so this time, I will tell the story before you begin sharing!

Story break

Tell the story about Mediocrity (page 46 in The Coaching Game book).

The purpose of the story is to give motivation, to inspire and dream big. It's important to tell it with enthusiasm. This is the climax of the process. Lift the energy and keep it high.

Once you finish reading, pause for a second and then say the title of the story:

Mediocrity

Sharing

After telling the story you start the sharing:

What do you want to invite into your life? Remove limitations and aim high

Give 10 minutes - 5 for each one. They choose who is sharing first
(Play the last two songs of Playlist No. 2)

After 5 minutes quietly check with each dyad to make sure that they have switched, so they both have time to share. 1-2 minutes before the time is up, tell the group they have 1-2 minutes to finish and that they should make the best invitations for their lives.

Story break

When time is up, you read to the group the story of Belief (page 30 in The Coaching Game book)

Once you finish reading, pause for a second and then say the title of the story:

Belief

Thank you everyone. I invite us to come back to our original circle.

Wait until all participants are back in the circle and settled before continuing.

Closure

What we did up until now, was to expand our perception. I want each one of you to think about your process. What is working for you in your life, what isn't working for you and what was your invitation into your life. I invite you to take out your booklet and write it down on page 10.

*Now let's zoom in and focus. Think about the three cards you got.
What is the most meaningful insight that you are taking with you?*

Please turn to page 11, where you will find the 'Focus & Doing' worksheet and write your insight on top.

Let's turn the insight into an action plan.

Guide the participants in how to fill out the worksheet:

Think of 3 actions that you can implement in your daily life; three actions that go hand in hand with your insight. The actions need to be practical; One for the next 24 hours, one for the next week and one for the next month. Start with small steps and then let them grow.

Sharing

To close this workshop, I will ask each one of you to share your most significant insight in one word, maximum 1 sentence.

Pause

Who is ready to share?

Let the first participant who is ready to say their insight, repeat their insight in one word then ask:

Are we going right or left?

"Left or right" is one of the ways we share in a group. When someone chooses to be the first to share, we ask them "left or right?" and they choose in which direction the sharing will continue.

After each personal statement, repeat the most meaningful word to increase the power of each insight. Complete a full round of sharing.

Thank you for this process. I invite you to take a photograph of your card. When you are done You can put back your cards and we will have a 20 minute break.

We will be back at _____ Say the time when you are starting the next process.





Zooming In

[1]

What is the half-full cup in my life?

My card:

My card:

[2] >>

What is the half-empty cup in my life?

My card:

[3] >>

What should I invite into my life at this time?

What Do I Take with Me from Zooming In?

Focus

What are the insights that I'm taking with me from this process?

1.
 2.
 3.
-
-

What is the most meaningful one for me right now?

.....

.....

Doing

How will I express my insight in my life in a practical way?

Action to be completed in the next 24 hours

.....

.....

Action to be completed in the next week

.....

.....

Action to be completed in the next month

.....

.....

My Story - Overview



Preparations

Room Setting During break clean the room and prepare it for My Story
Centerpiece - no cards
Circle of chairs

Music My story process music (No.3 on our playlist)

Facilitator Tools For every group of 4 participants you'll need 1 set of Punctum

Participant Booklet Page 12 - My Story
Page 13 - Word Association Map
Page 14 - My Story closure

Points of You® Facilitation Methodology

Facilitator's Focus Points

- To Experience Punctum
- To Expand perspectives on our life's narrative
- To get an opportunity to retell our story
- To Connect and bond

Facilitation Energy

In My Story we are going in deep.
You will see that there is intimacy created in the small groups, a place to share and explore.
Some groups may cry, some may be laughing loudly, others may be very quiet. Different reactions but still they all can be going in deep. Be the container and hold the space.

In round 3, the passing of questions can be treated as a gift, with each one taking their turn to answer and give thanks for the received gift. This is a special moment and an opportunity for you to lift the energy up towards the end of the process.

Facilitation Notes

The facilitation is in small teams. The ideal size is 4, if there are extras, a team of 5 is better than 3.
Pay attention to each team, make sure they can all hear you and that they are all on time.

Process Structure	100 minutes
Opening	15 minutes
My Story objectives	
Introduction of Punctum	
Process Rounds	75 minutes
Round 1: Photo	40 minutes
Round 2: Word	20 minutes
Round 3: Question	15 minutes
Closure	10 minutes
What do I take with me from My Story?	

My Story - By the Book

Opening

Welcome back...

Whenever you come back from breaks, you should choose some words of transition that are relevant to your group and workshop.

Our next process is called My Story.

We are going to experience it in small groups using Punctum.

Each one of us has a story. We wake up with it in the morning and usually, without noticing, it walks with us throughout the day. Our story is present everywhere - in our relationships, our ambitions, our actions. It is the story of our life and our reality. It is the story that we tell ourselves and others.

This process is an opportunity to observe our story through our past and present and create a new story of the here and now. It's a fascinating process of exploration, it travels through images and words, flips them over, splits them up and finally re-connects everything back together. It makes us look at our story from new points of view; and gives us a chance to retell it. This process is an opportunity to discover surprising insights and change what we believe about ourselves.

This process can be about any subject you would like to observe deeply. It can refer to the 'Past- Present-Future' of your success, of a project, of a relationship and more...

My Story Objectives

1. To Experience Punctum
2. To Expand perspectives on our life's narrative
3. To get an opportunity to retell our story
4. To Connect and bond

You are invited to share your points of view freely, without judging or being judged.

This is the space where you can be completely authentic and honest, share your deepest thoughts and be who you are.

And now...

Introduction of Punctum

You can hold and Punctum and present it.

In this workshop we're going to use Punctum.

Punctum has 33 photo cards, 33 word cards and 33 question cards.

Punctum can be used with The Coaching Game book. Each Word Card indicates a page number in The Coaching Game book for expanding on a specific topic.

There is also a booklet that offers suggestions on how to use Punctum in different settings.

Like The Coaching Game, Punctum is based on photography and the associative connections between photos, words and questions. These connections send our mind on a fascinating journey of exploration. Punctum a wide and dynamic framework to guide our work. Processes using Punctum are highly effective in dynamic therapy, coaching and counseling.

Enough with the talking, let's play.

Process Rounds

Round 1 - Photos: Past, Present, Future

Divide the group into small teams of 3-5 people. Give each team a set of Punctum.

The subject of my story

I would like to ask each of you to choose a personal subject, a meaningful subject that you would like to explore through the years, to create clarity around it and maybe to get a new perspective on it. When you decide what your subject is - it will become 'the subject of your story'.

Give an example of choosing a topic, by working with one of the participants. Ask them:

Who has their subject and is willing to share it in one sentence?

Let one of them share, make sure that the topic is clear, that everyone can understand it and that it isn't too vague. For example: a participant can say "my relationship" then you'll ask,

Your relationship with whom?

Make it specific - "with my mother / partner." Then repeat the whole topic:

Okay, the Story of your relationship with your mother/partner.

Once the example you give is clear, make sure that each participant chooses a topic for themselves.

Does everyone have a subject?

Choosing photos

Ask each group to spread out the Punctum Photo Cards, face up

Look at the cards spread in front of you and choose 3 cards for your story:

One card that best expresses your story in the past

One card that reflects your story today

and one card that tells how you would like it to be in the future

After each person has chosen their three cards, ask the participants to collect the remaining cards and put them aside.

Place the 3 photos in front of you and put them in whatever order you like.

Observe deeply.

You can look at the cards you selected in many ways: You can observe each one of the cards separately and focus on the details or you can observe the three cards as a series.

Ask yourselves:

What do these photos have in common?

What motif or theme repeats in all of the photos?

What feelings that are evoked when observing them?

Sharing

So, how are we going to do this?

Each one of you, in your turn, will put the 3 cards in the middle and share your story in a few sentences, without revealing which cards represent the past, present or future. Help your team understand the story you chose to explore. Make it concrete, clear and not vague.

But the owner will not share anything about their cards. This time, the other team members, each one in their own turn, will share their points of view about the owner's cards.

After all members of the group have spoken, the owner will share with them their ideas about their story and reflections about their experience in the process so far.

You have 10 minutes for each member of the team. So, in each group we need a timekeeper to make sure that everybody gets enough time to present their story and receive insights.

Sharing is Caring.

The more you share the more the owner of the story will gain. Don't worry if you have a different viewpoint than the rest of your group, be brave to give service in speaking your mind and sharing your point of view. The owners remember you are receiving only different points of view and you choose are they relevant for you.

Any questions?

Check are there any questions in the room and that everyone understands the instructions.

Time starts now

Play Playlist No 3

When time is up say (also when you see that a group has finished you may say it to that group)

On page 12 you can write down for yourselves, a few words about the Past, Present and Future of your story.

Round 2: Word

Each one of you should have your 3 cards in front of you. Now please, spread the word cards from Punctum in each group, face up.

This is the time to give your story a title. Choose only one word from the words in front of you, to describe your topic. You may choose a word from the cards or if you have a more precise word that isn't in the deck you are welcome to write your own word in your booklet on page 11 where you can see Word Association Map. It is important to be precise when you choose your title, so if there's a word that comes up for you and you can't find it among the word cards - write it down.

Expand on the Word Association Map:

Open your booklets so you can see the Word Association Map on page 13.

Show them which worksheet you mean and make sure each participant has a pen.

The Word Association Map worksheet is a quick and surprising process that helps us expand our perspective on the word we chose for the title of our topic.

Work with one of the participants, as an example (modeling) in front of everyone (work with them up to spot #7).

In the top rectangle of the Word Association Map, spot #1, please write down the word you selected as the title of your story.

Observe the word and write down in the rectangles underneath, the first word association that comes to your mind. You continue like this throughout the worksheet, with each line connecting the associations.

You shouldn't think too much - it is not a logical process, it is a place for your associative ways of thinking to emerge. Let the words flow, flip and change and come back together again for one new word.

We recommend not repeating a word twice. Please follow the order of the numbers.

After you have reached spot #7 with the volunteer participant, tell the rest of the participants to start filling in the word association map on their own, beginning with spot #1.

Please, keep quiet so that others can concentrate on their own word association process.

Make sure everyone has finished filling in their maps before you continue to the next step.

If you see that someone is stuck, remind them not to think too much and just write a word that comes to the top of their head, even if it doesn't make any sense right now.

Now, I will ask you to draw a vertical line that connects your first word (#1) and your last word (#10).

Pause

What is the meaning of the connection between these two words?

Each small group will have a short round of sharing about the title that they gave to their story and the word that came up in the last spot (#10) of the Word Association Map.

Is there any connection between the two words? Are there any other insights that you might have gained from the Word Association Process? You have 10 minutes for the whole group. please start.

10 minutes of sharing for the entire team.

Continue to play Playlist No. 3

Round 3: Question

Now, spread out the question cards, face up in the middle of the circle.

After listening to your group members, you are about to choose a question for the group member sitting on your right. Choose a critical question that will deepen the process for them. Don't try to give them an easy and obvious question. Challenge them. Give them service.

Once you have chosen a question card, you may ask the friend to your right the question, and hand them the card. They are invited to answer it.

Give 15 minutes for this round of questions for all the small groups.

Continue to play Playlist No. 3

When everyone is finished sharing, suggest that they take a photo of the cards they have used during the My Story process and capture their process.

Thank you everyone. I invite you to take a photo of your process, the cards, title and question. So that you capture the whole process. When you are done please pack the cards back to their set and return to the big group circle.

Closure

What do I take with me from My Story?

I invite each one of you to share with the whole room:

What do you take with you from this process, in one word or maximum, one sentence.

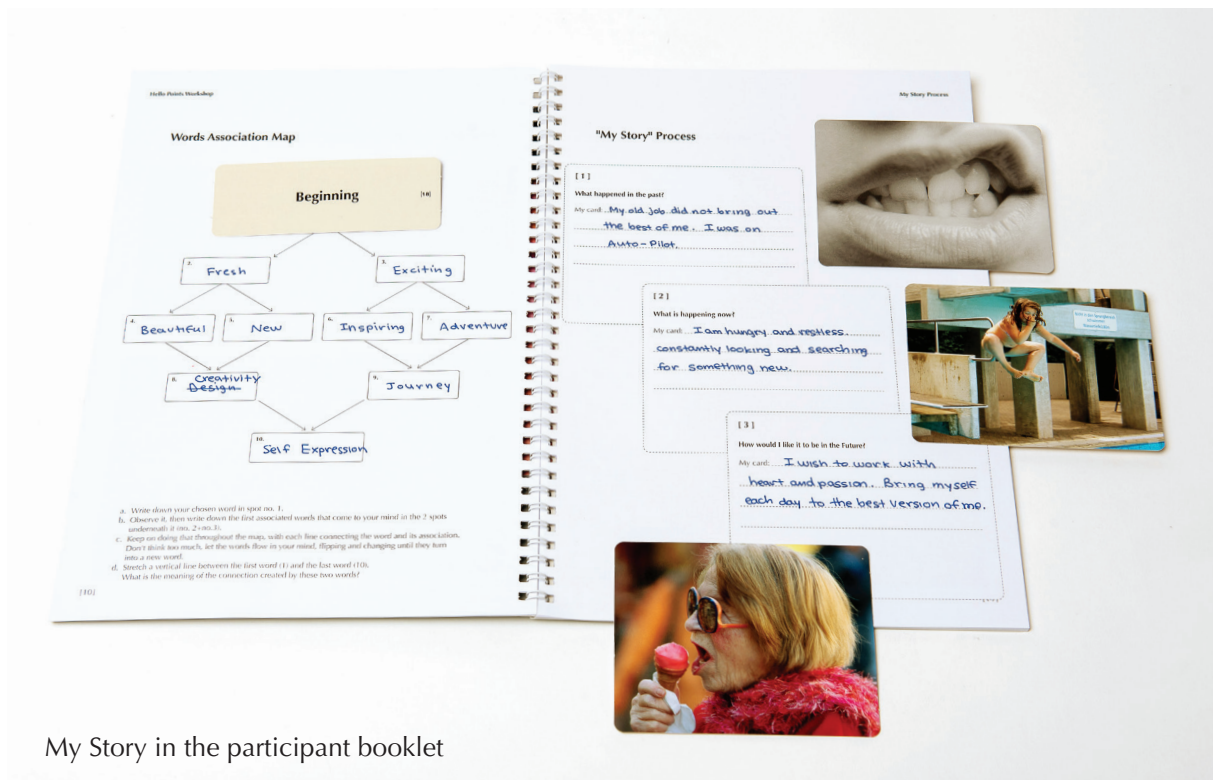
Repeat the participants' answers. When you echo it, it is powerful for them.

On page 14 in your booklets you will find My Story closure, where you can summarize your process.

Thank you for this process. We will have a 20 minute break. We will be back at ____ Say the time when you are starting the next process.



My Story cards layout:
Title, past, present, future, question



My Story in the participant booklet



My Story

[1]

What happened in the past?

My card:

My card:

[2] >>

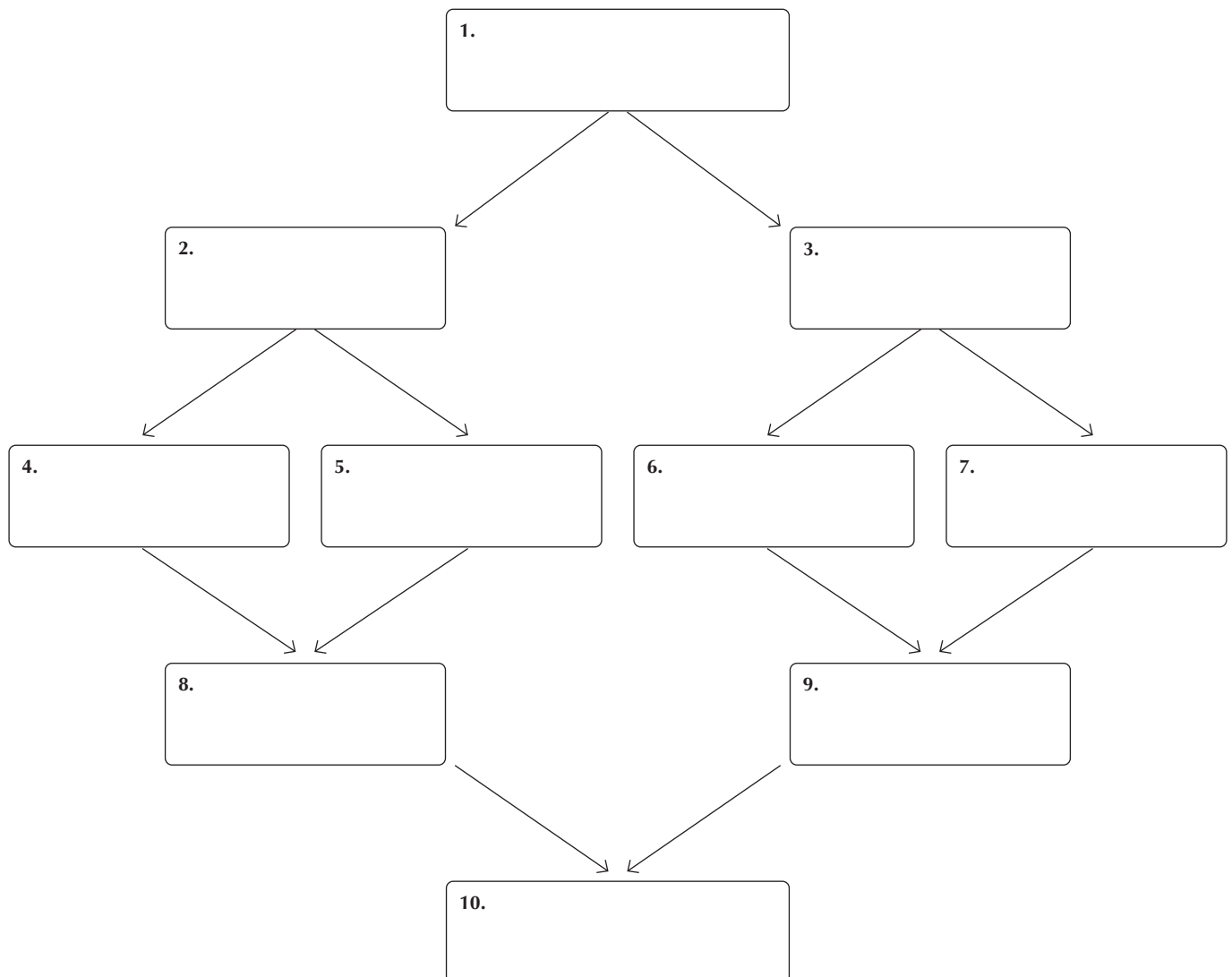
What is
happening now?

My card:

[3] >>

How would I
like it to be
in the Future?

Word Association Map



- Write down your chosen word in spot no. 1.
- Observe it, then write down the first associated words that come to your mind in the 2 spots underneath it (no. 2 + no. 3).
- Keep on doing that throughout the map, with each line connecting the word and its association. Don't think too much, let the words flow in your mind, flipping and changing until they turn into a new word.
- Stretch a vertical line between the first word (1) and the last word (10). What is the meaning of the connection created by these two words?

My Story Closure

What did I observe in this process?

What insights did I gain from my group that I can relate to or take with me?

My Story title (Word Card)

The question I received (Question Card)

My answer to that question

Get to Know **Points of You**[®] Layout Chart - Overview



Preparations

Room Setting	During break clean the room and prepare it for the next session Centerpiece - no cards	
Music	None	
Facilitator Tools	The participants will use their own Coaching Game and Awakeness Layout Chart	
Participant Booklet	Page 16-17	Awakeness Layout Chart

Points of You[®] Facilitation Methodology

Facilitator's Focus

- To give a self-work experience with The Coaching Game
- To give a taste of the Layout Chart concept and its application
- To give an opportunity to gain personal points of view and insights

Facilitation Energy

We are coming to the end of the workshop, the participants have already experienced two group processes, and some issues may have reached the surface. The first part of this process is done alone, to allow the participants to be with themselves, to continue their inner dialogue and rest from sharing with others. Let the energy level go down. Support the inner journey. Connect the participants to their easier insights and encourage them to go further.

We will soon start building it up for the closure of the session with sharing in pairs.

Process Structure 70 minutes

Opening 10 minutes
Layout Chart process objectives
Introduction of Layout Charts

Process Rounds 20 minutes
Define the subject
Working with the Layout Chart

Closure 40 minutes
Share in dyads/pairs

Get to Know Points of You® Layout Chart - By the Book

Opening

Welcome back...

Points of You® tools are used a lot in 1:1 sessions, in addition to working in groups. One of the easiest, and highly engaging ways to get deep insights in an hour of working 1:1 is to use one of our Layout Charts, which we will see in a few minutes. Actually, a Layout Chart is a simple way to observe and visualize an issue for which we wish to go deeper. In *The Coaching Game* we have 4 different Layout Charts, we can choose an issue we want to observe deeply through each one of them; each Layout Chart will give us a different perspective about the issues.

A Layout Chart can turn into a full workshop, like the *Zooming In* process we just experienced. It has great value, since it is easy to use with one client and can be transformed into a workshop for groups or used for self-exploration individually. Additionally the Layout Chart gives us structure on where we are in the process and is easy to use and follow.

We are going to practice a 'coaching session' with *The Coaching Game*.

Layout Chart process objectives

1. To have a self-work experience with *The Coaching Game*
2. To get a taste of the Layout Chart concept and its application
3. To gain personal points of view / insight

Introduction of Layout Charts

Pull out *The Coaching Game* cards and spread them in the center as they are, face up. You will be using this to demonstrate how to work with the layout chart.

Show the Awakeness Layout Chart from *The Coaching Game* and explain:

In a few minutes, we will practice the use of a Layout Chart.

*We have 4 different Layout Charts in *The Coaching Game*.*

Relationship - 5 questions that explore a relationship and the challenges and opportunities it brings

Gain and Loss - 3 questions that gain clarity about situations by looking at their up and down sides

Past, Present, future - 3 questions that observe a process that began in the past, is continuing in the present and will potentially have impact on your future.

Each Layout Chart will give us a different perspective on a topic

Today you will work with the the Awakeness Layout Chart, and these 5 questions:

Hold the Awakeness Layout Chart up as you read

1. What is the real issue?
2. What is stopping me or holding me back?
3. What allows me to move forward?
4. What am I afraid of?
5. What are the opportunities I am faced with?

In the first part of this session you will work individually for 20 minutes, then you'll pair up and share your insights with a partner in dyads. 20 minutes for each.

Process Rounds

A topic to explore

We begin with choosing a topic to explore. You may choose any topic that you would like to observe, and dive into. Try to think of something that has been on your mind lately. For example, your business / career / relationship, or any other topic that really resonates with you today. Think about your insights that you gained in the earlier processes, there may be something there that you wish to explore.

Working with the Layout Chart

In a minute I will invite you to take your Coaching Game with you and find a place to sit by yourself. Everything you'll need is in your Coaching Game set so please open it up, take out the Awakeness Layout Chart and spread it in front of you and also select 5 cards from the pack.

Put the layout chart that you are using for the demonstration on the ground and pick five cards.

Demonstrate on one question how you work with a layout chart.

*Now let's look at another great tool we have in *The Coaching Game: the Focus Note*. I invite you to take it out, tear out one note, write your topic on it and place it at the top of the Layout Chart.*

So you have your topic, a layout chart with 5 questions and 5 cards - this lovely setup in front of you will kickstart your mind and send you on a little journey of self exploration.

You will have 20 minutes, during which, each one of you, on your own, will explore your topic using the Layout Chart and 5 cards.

We have a lot of work to do! So, take your coaching game, find a place and let's get started!

5 minutes before the time is up make sure that each one is about to finish their self-coaching sessions.

Closure

Sharing in Pairs

I invite you to find a partner and to sit together. You will now have 20 minutes for each partner to share what they have experienced, their insights, thoughts on the process.

On page 16 in your booklets you have this Layout Chart where you can write down insights that came up in the sharing time.

After 20 minutes, tell the participants that it's time to change to the other partner.

After 40 minutes say

Thank you and lets return to one big circle



Awakeness

Explore an issue, create awareness, recognize barriers and find new ways to make progress.

[1] What is the real issue?

My card:

[2]

What is stopping me or holding me back?

My card:

[5] What are the opportunities I am faced with?

My card:



[3] What allows me to move forward?

My card:

Three horizontal dashed lines for writing.

[4] What am I afraid of?

My card:

Three horizontal dashed lines for writing.





Hello Points Completion - Overview

Preparations

Room Setting	Centerpiece - no cards A circle of chairs
Music	None
Facilitator Tools	Certificates of attendance + The magic is in ME badges
Participant Booklet	Page 18 - What do I take with me from the Hello Points Workshop?

Points of You® Facilitation Methodology

Facilitator's Focus

To make sure that all the participants will feel whole and excited
To give the participants the gusto for more...

Facilitation Energy

We are closing the workshop, it is time to lift the energy up, to let the participants feel excited about their journey and acknowledge their effort in taking part. We leave them with an action plan on how they can move their insights back to life. We close the session by blowing out the candle, it's a small ceremony to make them feel connected to the local and international tribe they have become a part of. The candle is blown out and the fire stays with them.

Facilitation Notes

Make sure in advance that you have certificates of attendance and The magic is in ME badges for all of the participants

Process Structure 30 minutes

Opening 5 minutes
Going over what happened throughout the day

Process Rounds 20 minutes
Participant's Insights
Sharing in the group
Certificate of Attendance + badge

Closure 5 minutes
Circle
Wish
Blowing out the candle

Hello Points Completion - By the Book

Opening

Going over through the day

The last session gave you a taste of how you might work with our tools on your own. You can adapt all processes, Layout Charts and questions to any topic and any target audience. You can use them in a group work setting or in your work with individuals. Our tools have been proven to work in different cultural environments as well. All you need to do is TO GIVE IT A TRY and you will see how people react to them.

This is the time for questions if you have...

Here you will probably be asked about:

The Academy - and how to climb up the ladder of knowledge, the requirements etc.

Purchasing tools - Prices for additional tools.

Make sure you know how to provide this info and invite the participants to read about it in their booklets from page 24 on.

Today, we shared different ways to experience our tools. We went through three unique processes and used both The Coaching Game and Punctum. You all got a chance to reflect on different topics from your life, observed them from new points of view; inspired others and got inspiration from each other.

Process Rounds

Participants Insights

On page 18 in your booklets there is a worksheet similar to the one we used in Zooming In, but this time we will ask "What do I take with me from the Hello Points Workshop"?

What do you take from this day? Please take a minute to think about the thoughts and emotions that came up for you today during the workshop.

Let's look at the Focus part on page 18.

What are the insights that I'm taking with me from this day?

Pause

Take 3 minutes to write them down.

Feel if you can move on to the next question

What is the most meaningful one for me right now?

Pause

Take 1 minute to write it down.

Let's move on to the Doing.

Take the most meaningful insight you had and ask yourselves:

How will I express my insight in my life in a practical way?

What is the Action you will complete in the next 24 hours?

Pause

In the next week?

Pause

In the next month?

Pause

When you feel most of them are done, ask gently if they need more time, and then continue:
Who would like to share with us their insight and the Doing part?

Allow 2-3 participants to share about it.

It will show others in the room an example or even ideas of how to make an action for their insights.

Sharing in the group

After 2-3 have shared you will ask:

In one word, or a maximum of 1 sentence, please share with us what you are taking with you from this workshop?

Certificate of Attendance + Badge

The first participant who's ready will say their take away and you will call them over to receive their

Certificate of Attendance: Explorer and their badge

Once they get back to their seat ask:

Left or right?

And continue in that direction to hand the Certificates to each one who's sharing, until you complete the round with all of the participants. Say a few words from yourself about this process and workshop for you.

Climb up the ladder of knowledge

Thank you for taking part in the Hello Points Workshop and opening up your hearts. It was a pleasure for me to work with you.

*This is your first step into the world of **Points of You**®. The beginning of a professional and personal journey. If you open your booklets on page 26 you'll find information about the Creative Practice Workshop, 2 days that will take you to the next level. It's a very practical workshop - with a lot of techniques and processes that can be implemented in your line of work. On a personal level, it goes deeper into your self-exploration as a facilitator.*

Welcome to the Tribe

*Now, as beautiful **Points of You**® Explorers, I wish to welcome you to the **Points of You**® Tribe.*

*This global community of professionals is a unique part of **Points of You**®. Our community is known for its creativity, generosity and openness. It's an opportunity to connect, share knowledge and bond and I hope that you will make the most of it.*

Invite the participants to take out their phones and join 2 Facebook Groups: The Tribe and Level 1 Explorers. Refer them to the last page of their booklets with a pick into what they can get after joining.

Closure

Follow your hearts, and everything you wish will happen. I wish all of us to live our life to the fullest, to fulfill our dreams, to express ourselves, to be meaningful to ourselves and to others. Thank you for being part of my dream to connect between people, to be in peace, and to share knowledge. I wish us peace, fun, and everything you wish for yourself.

Let's close the workshop in a circle around the centerpiece, and blow the candle together.

Invite the participants to create a circle in the middle of the room, around the centerpiece.

Ask them to make a wish and after that blow out the candle together.

Say Thank you and invite them to join the Level 2 Creative Practice workshop.

PR

Your Upcoming Workshops

While the workshop good vibes are all around the room, do some PR and marketing for your next **Points of You**® workshops.

Explain where they can find information about the upcoming workshops and Tribe events.

If you are hosting a Level 2 invite the participants to come and continue their journey of learning.

Remind them that at the end of their workbooks they have a small form to fill, with referrals who could be interested in attending an Level 1, this is an additional source of potential clients for you. Refer them to page 26 in their booklets with information about L.2 Creative Practice Workshop.

Group Photos

The old saying goes “A photo is worth a 1000 words”. Fun and memorable photos of the group are a great memory which can be shared on social media and create additional interest in your events.

Think in advance of how to set this up.

You may suggest that the participants take a group photo with their certificates and upload all the photos they took during the workshop to the WhatsApp group you have created. It's a nice way to share their memories and moments from different points of view.

If you wish to make your photos spicier, try our Selfie Bubbles - colorful photo accessories that you can purchase from your Country Leader.

Selfie Bubbles Setup



Thank you **Points of You**® Turkey :)





Where are
my shiny parts?



Where do my shadows
cover my sparkle?



Sparkle

Two monks were watching a flag flapping in the wind.
One said to the other,
“The flag is moving.”
The other replied, “The wind is moving.”
Huineng overheard this.
He said, “Not the flag, not the wind; mind is moving.”
Jack Kornfield, After the ecstasy, the laundry

Any woman can look her best if she feels good in her skin.
It's not a question of clothes or makeup. It's how she sparkles.
Sophia Loren

In order for the light to shine so brightly, the darkness must be present.
Francis Bacon

People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in, their true beauty is revealed only if there is a light from within.
Elisabeth Kubler-Ross, Family Limited Partnership

There is a vitality, a life force, an energy, a quickening, that is translated through you into action, and because there is only one of you in all time, this expression is unique.
Martha Graham

We are all of us stars, and we deserve to twinkle.
Marilyn Monroe



What was the last thought that provoked you?



Who is intriguing you?



Intriguing

A youthful monk, journeying home, reached the bank of a vast river. There were no visible means of crossing it. Standing there, he pondered for long on how he could get across. No ideas occurred to him; eventually, he gave up and was about to retrace his steps when he spotted an old Zen teacher standing on the opposite bank. He yelled across to the older man, "Oh master, I am stranded here. Can you tell me how I may get across to the other side?" The aged teacher thought for a few moments, looking up and down the river. He then shouted back, "My good fellow, you are on the other side!"

Zen Story

I have always been intrigued by these lives I have never experienced.

Daniel Day-Lewis

Q. How are we supposed to treat others?

A. There are no others.

Ramana Maharshi

We are told that people stay in love because of chemistry, or because they remain intrigued with each other, because of many kindnesses, because of luck. But part of it has got to be forgiveness and gratefulness.

Ellen Goodman

Forbidden fruit is always very intriguing, though never as tasty as one imagined it would be.

Claudy Conn

Anyone can get dressed up and be glamorous, but it is how people dress in their days off that is the most intriguing.

Alexander Wang



How is it for you to be in a place of exploration, without knowing all of the answers?



At this moment, what would you like to explore in your life?



Explore

A monk set out on his travels across a faraway land. As night was falling he found a humble shack, in the middle of nowhere. A poor family lived there and the mother, father and children were dressed in rags. The monk asked if he could spend the night. "You are most welcome" they said and prepared a simple meal consisting of milk, cheese and cream. The monk greatly appreciated their simple generosity. When they finished eating, he asked how they managed to survive in such an isolated place. "We have one cow" said the wife, "We sell her milk to our neighbors and keep enough for our needs."

The next morning, the monk said his goodbyes and set out to continue his journey. Not far from the family's little hut, he came across the cow. The monk pondered for a moment before leading the cow to the edge of a nearby cliff and pushing it over the edge.

Several years later the monk again passed that same road where he found lodging so many years ago, and decided to visit the family. As he rounded the curve, he saw a splendid mansion, surrounded by landscaped gardens. The monk knocked on the door. The father answered, now well-dressed and looking healthy. He recognized the monk immediately. While they ate, the monk asked what had changed in the years that had passed. "You know, we used to have a cow." explained the father, "She kept us alive. One day she fell down the cliff and died. To survive, we had to develop skills we didn't know we had. We were forced to come up with new ways of doing things. It was the best thing that ever happened to us! We are now much better off than before." The old monk smiled.

Zen story

Life is either a daring adventure or nothing.

Helen Keller

Wherever you go becomes a part of you somehow.

Anita Desai

You can never cross the ocean until you have the courage to lose sight of the shore.

Christopher Columbus

A good traveler has no fixed plans and is not intent on arriving.

Lao Tzu



Where would I
like to have
more excitement
in my life?



Do I do things
that excite me?



What excites me?

Excitement

'When you wake up in the morning, Pooh,' said Piglet at last,
'What's the first thing you say to yourself?'
'What's for breakfast?' said Pooh. 'What do you say, Piglet?'
'I say, I wonder what's going to happen exciting today?' said Piglet.
Pooh nodded thoughtfully.
'It's the same thing,' he said.
A.A.Milne, Winnie the Pooh

The idea of waiting for something makes it more exciting.
Andy Warhol

If you're not excited about it, it's not the right path.
Abraham Hicks

I do have a childlike enthusiasm at times. I certainly enjoy life and get pleasure sometimes in childish things.
Brian Baumgartner

Excitement must lead to immediate action or you will lose the power of momentum. More dreams die because we fail to seize the moment. Do it now!
Tony Robbins

The real secret of success is enthusiasm. Yes, more than enthusiasm, I would say excitement. I like to see men get excited. When they get excited, they make a success of their lives.
Walter Chrysler

Creative Practice Workshop

Practitioner, L.2



Learn
the Basics
and Start
Working



About the Workshop

This rhythmic workshop, decorated with our personal touch, is packed with both experiential and practical knowledge that will be easily integrated into daily professional use.

Get ready for 2 energetic days of diverse techniques for different target audiences, and a creative practice of two **Points of You**[®] tools - Faces and Flow.

What Will I Learn?

The Power of Photos

An introduction to the language of today's world - the empowering language of photos.

Points of You[®] **Method**

Learn the 4 simple steps of our unique method.

The Potential Me with Faces

A new version of our best selling process, with the eye-opening cards of Faces. After experiencing the process we will teach you useful techniques and practice various adaptations.

A Full Day of Frequently Used Activities

Take part in creative ice breakers, feedback activities, an interview process and more.

Layout Charts - Create Your Own

Build your personal workshop based on a **Points of You**[®] secret ingredient - Our Layout Charts.

Level 2 Training Includes:

Training

Live Workshop

Creative Practice

2 days, 16 hours

1 Online Course

How to facilitate the
Hello Points Workshop

2 hours

+ L.1 Facilitator's E-booklet

Creative Practice Pack

Workshop booklet

Notebook

L.2 Exclusive set of cards

Goodie bag

Canvas bag

Points of You® Tools

Faces

Flow

Certification Benefits

L.2 Certificate of Attendance

Certification of completion title:

Points of You® Practitioner

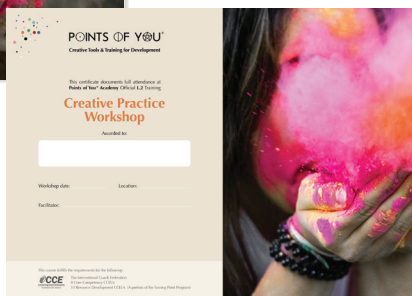
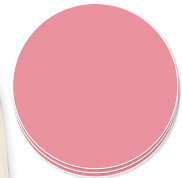
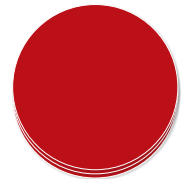
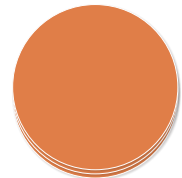
Accreditation

18 Continuing Coach Education Units (CCEUs)
from the International Coach Federation (ICF)

**Certified
Practitioners
can facilitate
Hello Points
Workshop L.1**



L.2 Creative Practice Pack



Appendix

Facilitating Hello Points Workshop Online

Introduction

L1 was designed as a Face to Face Workshop. Due to the current times we were able to adapt it to the online setting, allowing participants from all over the world online to experience the magic of this workshop.

This appendix contains all the information that you need in order to facilitate this workshop online and to give your participants an unforgettable experience even though we are all in our own space.

The facilitation itself does not change, however there are changes in the logistics of delivering some of the processes. This appendix will focus on those changes. For the word by word of each process refer to the specific chapter earlier in this book.

As in the online facilitation we are both facilitating an experience and operating the meeting platform, we recommend that for your official online workshops you co-facilitate this workshop, so that you can share the facilitation part and the logistics IT part during the meeting. Another alternative is to have an IT support during this meeting, this person will not be in the process only supporting you technically. In this case remember to introduce this person to the group and they should also follow the Sensitivity & Respect.

Please note, that even though it is in the online setting, Hello Point is a branded product of the **Points of You®** academy, so please follow the branding and selling guidelines. For more information reach out to your CL or HQ.

Enjoy delivering Hello Points in the online setting. <3



Hello Points Workshop Agenda

The workshop consists of 3 online sessions. Each one 120 minutes.

1st Session

Opening & Pause	30 minutes
Zooming In	85 minutes
Closure	5 minutes

2nd Session

Tune In	15 minutes
My Story	100 minutes
Closure	5 minutes

3rd Session

Tune In	20 minutes
Get to know Points of You® layout chart	70 minutes
Completion	30 minutes

We recommended to facilitate all the sessions in the same week. They can be in three consecutive days or with one day apart, however close it in a week. Also create a pattern for the participants by keep the same starting hours

Workshop Preparations

Same as in the face to face workshop you are responsible for the Sales & Marketing, Logistics preparation and preparing yourself.

When preparing the Workshop in an online setting, we need to think about the energy and the space that we create for the participants. Same as in a workshop room, we need to know how to switch on and off the lights, here we need to know the technology and how to work it.

Online Meeting Platform

Choose an online meeting platform that works for you. We usually use the Zoom platform hence we will use this name. However there is no one technology provider that you should be using. You can use any provider that will meet the requirements that you need in order to provide the workshop.

Zoom Technology

What do you need to have and know how to do:

Pro Account - any account that will give you an unlimited meeting time and the number of participants that you wish to use.

Registration/Meeting Links - create and distribute the meeting links, so participants can access the meeting

Share Screen / Music - you will be sharing the presentation and music through the zoom, make sure you know how to do it.

Add/Remove Participants - be able to add, and also remove participants, this might come in handy when an unauthorised person enters your meeting

Mute/Unmute - be able to mute and unmute participants, both individuals and the whole group

Rename Participants - be able to rename the participants, sometimes your participants may appear as "Galaxy S6" or "iPhone" be able to rename the participants so that everyone can see the camera.

Camera On/Off - be able to switch on and off your and the participants cameras. We invite that participants switch on their cameras and it is a requirement to be in the workshop. However there can be situations where you may need to switch off the camera of a participant.

Break Out Rooms - know how to create, open, close, re-create breakout rooms. Send messages to the rooms and operate the meeting in this setting.

Other Features - using hand gestures, polls, emotions in order to facilitate an engaging experience online

Microphone

When facilitating an online experience the most important part is that participants hear you, make sure that your microphone has a good sound quality and that you are heard, without background noise and echoes.

Facilitators Tool

Once you finish your certification, you will receive from your CL the official presentation that you can use during the online workshop. It is split already into the 3 sessions and includes the pause music that will be played each day. Please note that the presentation cannot be changed or re-distributed.

Materials for the Participant.

Each participant still receives all of the items from their Welcome Pack (goodie bags, canvas bag, exclusive L1 cards, dots, notebook, booklet) and the Tools. Make sure to have enough time for the items to reach your participants.

You can write out the certificate and put them in an envelope which will say "open only when asked to", this way the participants can open the certificates together at the end of the workshop.

Additionally you may add a personal message from yourself in the package, add small items from you (sometimes we send some chocolates or a small candle) whatever you feel will be nice. Pack it nicely, so that it is exciting for the participants to open. We are showing our care through how we send out the materials.

Your Setting

Arrange your virtual setting. Sit somewhere where you have a good light on you, that you are clearly seen. Choose a background that doesn't distract the participants or go for a virtual background setting where you can upload a photo that links with the workshop.

Before the meeting, have everything you need with you. Create a centerpiece for yourself to feel the energy of the meeting. Also smudge the computer and the space in which you will be working.

This allows you to enter the workshop state of mind.
Choose a place where you have a good and stable internet connection.

Opening the meeting

30 minutes before the workshop starts, open the meeting room.
Make sure that everything is working.
Open all your playlists and PowerPoint files, so they are ready and you don't have to look for anything during the workshop.

Facilitation

Below you will find the information on how to adapt each of the processes to the Zoom / Online platform.

Welcome, Opening & Pause

No changes here. Everyone is together in the main meeting room. Make sure that everyone has their cameras on, this is our way of connecting together with the participants, it also builds the safety of the group.

In the sensitivity and respect, add points to include:
that cameras stay on, this creates togetherness and safety, even if we don't see each other we see the room.

Airplane mode includes switching off any notifications on the computer too, such as; email programs, desktop whatsapp, etc.

Zooming In

Opening of the process - Everyone together in the main meeting room.

Round 1: Half full cup

We start together in the main meeting room, in the meantime you will need to create breakout rooms for the participants to share in. We assign the participants randomly, based on the system. Please say to the group that the allocation is random, we can use the metaphor that this is the same as choosing a card face down. We don't know who we will meet in our room. Ask the participants to choose who will be A and B, but not who is starting. When you finish giving the instructions and there are no questions, open the break out rooms. You will see when all the participants have joined their break out room. After half a minute when everyone is in the breakout room, inform through the message box that A is starting. When there is only 1 minute left, through the message system inform the participants that the time for A is ending.

Please note that in breakout rooms, some form of intimacy is created. Do not enter the breakout rooms, only if someone is asking for help then you can enter it. At this moment it is not possible to play music in the breakout rooms, so there will be no music, the participants are there only by themselves so no need to shut off the background noises.

When time is up, close the break out rooms so that everyone comes back to the main meeting room. Here we will read the story before sending the participants back into the same breakout rooms, this time

for B to share. After B's sharing we close the rooms and are back together in the main meeting room for Round 2.

For the change of the card, ask the participants to find their partners card in their tool.

As each participant is working with their own tools, you may find that both participants in one room have the same card. For the next round they can choose if they work with the same card again or pick another one.

Round 2: Half empty cup

When we are starting this session re-create the breakout rooms, so that the participants meet someone new in their rooms. Technically the rest of this round continues the same as Round 1. Remember that this time they choose who is A who is B, however only inside of their room they will learn from the message that this time B is starting.

Round 3: Joker / Wild Card

At the start of this round we recreate the breakout rooms again. Third round new partners. In this round the participants are choosing themselves who is starting. Additionally there is no story in the middle, so the breakout room stays open for the 10 minutes. After 5 minutes just send a message to everyone that 5 minutes passed by and it's time to change.

Closure: What do I take from my Zooming In process?

We close off the session together in the main meeting room. This will be the closure for the day.

Remember to thank everyone for the day, to remind them that we are continuing the journey, that they have their notebooks to record everything that is happening. Say what day and time you are starting the next session, where they will find the link and that the room will be open 30 minutes before.

Tune In Session 2

Make the opening of the second session simple. We need to bring back the participants into the energy of the workshop, we are continuing the journey. We are starting every session with the pause, to get back into the energy of the workshop. This allows the participants to practice pausing together with us. After the pause, ask each participant (and you at the end) to say a word and a number. A number for your energy from 0 to 10, where 0 is the lowest and 10 is the highest and a word that describes this energy of where I am now. Afterwards we have a short time to let the participants share and vent. We have this opportunity to check in where the participants are in the process.

My Story

Opening of the process

Everyone together in the main meeting room.

Round 1: Photo

We start the process together in the main meeting room. We will then need to create breakout rooms. Depending on the number of groups you wish to create (optimal and minimal number of a group is 4 participants). During the My Story session, we will be using the same break out rooms, as the participants will be always coming back to the same break out room.

Before we send the participants into the break out rooms, prepare the participants that they will need to share their "Story" on their screen. The easiest way to do this is by taking a photo, sending it to the computer and then to share the computer screen. In the worst case scenario if the participants can't manage to share their screen they can hold their 3 cards up on the screen.

Same as in the Zoom In, inside of the breakout room intimacy forms. If we are not called for help do not enter the breakout rooms. We may do it at the beginning if we want to model the first participant's sharing. During the process send message reminders about how much time passed and when the participants should change.

Round 2: Word

We start this round together in the main meeting room. Be prepared to do the demo of the "Word Association Map" same as we would do in a F2F meeting. We can type it on a PowerPoint / PDF or use the annotate feature.

After the world association map, open the existing breakout rooms for their sharing round.

Round 3: Question

After the groups finish discussing the "Word" round we meet again in the main meeting room. We explain the question part. When they will go to the break out rooms, they will choose who is choosing a question for whom. What is important to note is that: each participant receives only one question and that you cannot ask yourself the question..

Closure

We close off the session together in the main meeting room. Similarly as after the Zoom In, this will be the closure for the day. Remember to thank everyone for the day, to remind them that we are continuing the journey, that they have their notebooks to record everything that is happening. Say what day and time you are starting the next session, where they will find the link and that the room will be open 30 minutes before.

Tune In Session 3

Opening of Session 3 is the same as on the second session. Short and exciting. As before we start with a Pause, Number + Word and a short sharing time. This is another moment for us to check in where the participants are in their process, we still have the whole of this meeting to ensure that the participants leave feeling whole and inspired.

Get to know Points of You® layout chart

Opening & Process Rounds

We start together in the main meeting room. We will be here together till the closure. Each participant will be working with their own tools. Even when we are doing self work we are together in the same room, and connected energetically.

Closure

The closure will be in pairs. While the participants are doing their self work during the process, we can create the breakout rooms. The participants will then work in pairs there. Afterwards we return to the main meeting room for the completion of the workshop.

Completion

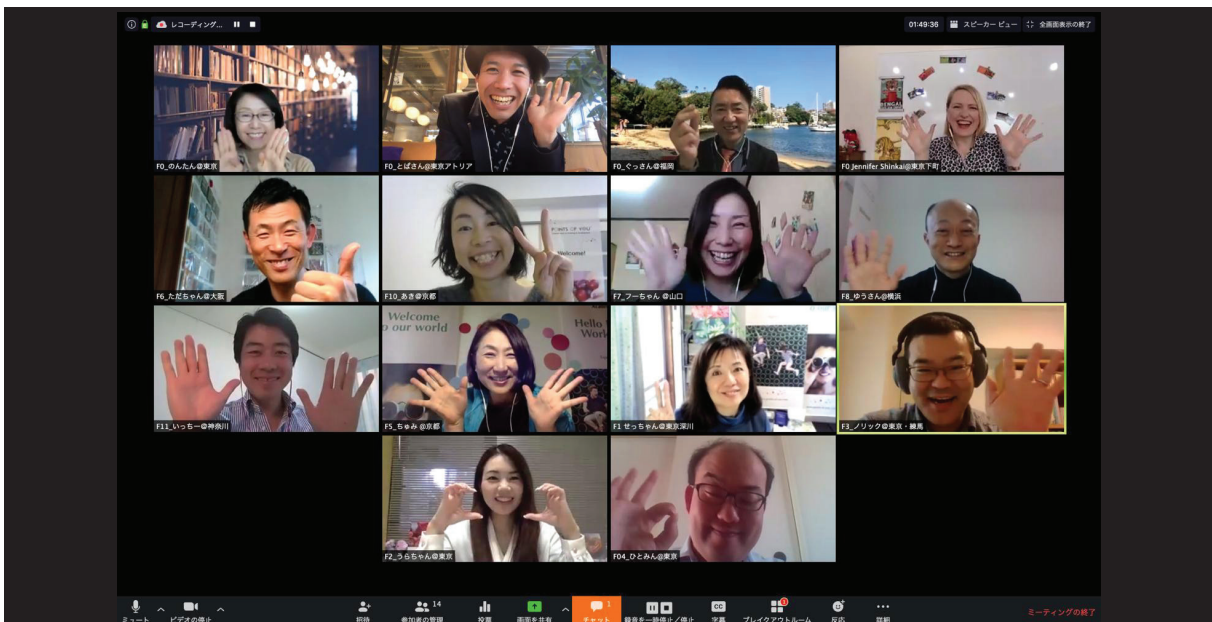
We are closing the workshop and we are together in the main meeting room. At this stage you may ask the participants to bring with them the envelopes with their certificates which they will be able to open during this session. Depending on the number of participants you may choose how they open the envelopes. Either one by one after a participant finished their sharing or everyone together at the end. Don't forget to ask can you take a picture of everyone at the end of the workshop

Certification

For your certification purposes you can also do the practicing of the processes online. Same as in the F2F you are required to do the Zooming In process three times with three different groups and My Story Process also three times.

As during the practice we are working with our tools, you are invited to do the process using the digital Coaching Game cards which are available here: <https://www.points-of-you.com/play/welcome>

As always your CL and the HQ are here to answer any questions that you may have. We hope you enjoy facilitating the processes online and can continue to pay it forward.



Make the Most of Your Certification

Continue to grow and develop together with our global Explorers, through ongoing inspiration and professional support.



Exploring
Points of You®



Points of You®
Useful Information



Extra Goodies



You are Amazing!



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