



ROM WRITES FACILITATOR GUIDE

About this guide

Each ROMWrites module is designed to be flexible for your group's needs. Below we'll share some useful information on how to integrate creative writing into your program, but ultimately, you'll know what is best for your group.

Please tweak, replace, cut or add whatever you feel is needed to make the module as engaging for your group as possible. Happy writing!

What you'll need



1 hour



- Computer with internet access and speakers
- Something to write with
- Something to write on

Before you start

- Take a quick scan through the module to get an idea of the content. This will help you decide if anything will need to be adapted, discussed or removed for your group.
- Test out your technology. Make sure your screen sharing is set to include audio and video content. You should be able to select this option when setting up your video call. We also highly recommend placing yourself somewhere with a stable internet connection.
- Think about the theme of the module. Does your group have any particular connection to it? Personalize it with stories or discussion.

Introduction

Mindfulness Activity. Ask your group to think about a colour that captures their current mood. What does this colour mean to them, and why? Sharing your own example can help get the conversation started.

Short Icebreaker. Ask individuals to share the last time they engaged in something they felt was creative. What was it? How did they feel after? Depending on your group, you can do this in a go-around, pairs or clusters.

Transiting to the theme. Talk about connection as it pertains to your group. This is also a good time to address any housekeeping or logistic items with the group.

Guidelines for writing workshops

Guidelines for your writers	Workshop rules
<ul style="list-style-type: none">• Write as much as you want, and take breaks when you need them.• Thank other writers for their feedback.• When receiving feedback, listen before you respond. Then take notes on things you'd like to remember.• Sharing is optional! Make sure to let your facilitator know if you run into any problems during the workshop.	<ul style="list-style-type: none">• This workshop focuses on positive feedback! Think about your favourite lines or characters in your fellow writers' pieces.• Avoid making personal comments about other writers.• Listen respectfully when others are sharing their work or perspectives. Make sure everyone gets a chance to speak if they want to!

Running the workshop

Each object-based activity has a short lesson, writing prompt, and example work. Work through the components at your own pace, creating opportunities for conversation when possible.

We recommend creating time for short shares after each object, or if you find that writing is taking up more time, saving favourite pieces for a big share at the end. Each of the object-based activities have been designed to take approximately 15 minutes.

For individuals participating by phone, there is a brief description for each object which you can read out. This will allow folks to imagine the object even if they're not looking at it. There are also image and audio captions included within the PowerPoint.

Wrapping up

Remind writers that they can share their work in the comments section or on social media by tagging @InkWellW on Twitter and @inkwellworkshops on Instagram. InkWell team members will provide some feedback on your work! You can also take a moment to check in with the group on their experience. We suggest the following questions:

1. Why did you decide to participate in this program?
2. Did this program help you feel connected to others?
3. How do you feel after participating in this program?
4. What did you value most about participating in this program?
5. Did you experience any difficulties when trying to participate?
6. Is there anything we can improve for next time?

We'd love to hear how your experience running the group turned out. We've included the following questions to get your feedback, so that we can create what works best for you! You can email your answers to info@inkwellworkshops.com.

1. From your perspective, how did participants benefit from participating?
2. Were participants engaged throughout the program?
3. Was the guide easy to facilitate? Do you have any suggestions for improvement?

