

# MAP Meeting 5: Facilitator Guide

## *Reassessing Your Job Search*

1. Intro & Check In
  - a. For those who have found jobs, what did you feel was a great use of your time?
  - b. For those that haven't, what has been your biggest challenge?
2. Large Group Activity
  - a. Have everyone break into large groups of 4-5 and share copies of their resumes and schedules with three other group members
    - Trade resumes with 2-3 other group members and gather feedback on how you can reframe your experience to meet employer needs
    - Share schedules with the same group members and talk about how you're spending your time. Ask what activities they get most satisfaction from, and what activities lead to the biggest strides in their job search progress.
  - b. Explain what will happen over the next 30 minutes:
    - 10 min: Share a copy of your resumes with three other group members (editable - either print out, or a Word/Pages document)
    - 10 min: Share a copy of your schedule with three other group members (same as above)
    - 10 min: Finish reviewing materials, review group members' written feedback
  - c. Set a timer for yourself so that you can announce 5 and 1 minute warnings before the end of each 10 min period
3. Small Group Discussion
  - a. Have people break off into pairs and announce how much time they will have for this discussion (15 min)
  - b. Discuss the feedback they got in the previous session
  - c. Decide how to make changes to their strategy
4. Next Steps & Wrap Up
  - a. Ask the group if they want to continue to meet.
  - b. If the group will continue to meet, decide on a schedule and who will be the point person/facilitator for the next meeting.
  - c. Make sure everyone puts the next meeting on their calendars before they leave.
  - d. If this is the last meeting, make sure you keep each other updated on how the search is going and when you find a job.
5. Facilitation Tips
  - a. Make the timing of each activity very clear so everyone knows how much time they are working with. If possible, have a timer visible during the small and large group activity.

## Agenda

Time	Topic	Conversation
5 min	Intro & Check In	Check in about how everyone is feeling: <ul style="list-style-type: none"><li>• For those who have found jobs, what did you feel was a great use of your time?</li><li>• For those that haven't, what has been your biggest challenge?</li></ul>
30 min	Large Group Activity	Trade resumes and schedules with two other group members, per facilitator's directions.
15 min	Small Group Discussion	Pair off and discuss your findings from the large group activity. What did you learn from others' resumes? How are they spending their time? What has worked well for you? What could you use some help solving?
5 min	Next Steps + Wrap Up	Decide if your group will continue to meet and, if so, how often, with what meeting structure? Where and when will the next meeting take place, and who will lead it?