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How to use this Facilitator's Guide and accompanying Online Resources

This step-by-step **Facilitator's Guide** will help you facilitate *Who You Are Matters!* groups from 3 players to hundreds, across varying and diverse populations.

Set up your *Who You Are Matters!* game following "Set Up" in the **Instructions**. When setting up for groups, you can place **Guidebooks** under bottom left corner of gameboard. This avoids distraction as players arrive, and allows you to instruct players to retrieve **Guidebooks** at the appropriate time.

With the game set up and a **Guidebook** in front of you, read through the entire **Facilitator's Guide** on your own, before leading a group. We recommend that you facilitate a practice game with friends or co-workers before facilitating your first 'live' game session. If you have co-workers who have already facilitated the game, it can help your learning to co-facilitate your first one or two game plays.

When facilitating, follow the instructions step-by-step. Use the Timing Guide to help you learn how best to adapt to different offerings.

Suggested wording for you to say aloud is in light blue italics.

You will eventually find your own 'voice' and soon facilitate without notes. Initially, you may want to keep this **Facilitator's Guide** in hand.

Strategies for different sized groups

Who You Are Matters! is typically played by 3 to 6 players per game kit, with 4 to 5 players being the ideal. Using this **Facilitator's Guide**, you can easily lead up to 6 tables, that is, 24 to 30 players with 4 or 5 players per table respectively. For organizational or institutional facilitators, you can affix a 1" x 2-5/8" sticker at bottom right of Page 4 in the Guidebook, with player follow-up information and contact details.

For larger groups: You'll see optional instructions for 'larger groups' noted throughout this **Facilitator's Guide**. Larger groups of 50 or 100 or more may benefit from seeing **Game Facilitation slides** which we offer as a PowerPoint deck found at <u>OneLifeTools.com/learning-program</u>. This icon is signifies when to use the corresponding slides.

Expected Game-play Outcomes

Participants will:

- Create a personalized and prioritized Clarification Sketch
- Give & receive useful peer feedback and supportive encouragement
- Have strengthened their voice, with new, professional vocabulary
- Identify 1 'inspired action' and be accountable to explore a specific Possibility generated in the game.

Optional Music

Have quiet music playing as participants arrive. Turn off music for your Pre-game talk, and turn on again after **Game On.** Music creates a sense of ease and community, fills silence when players are writing, and eases self-consciousness as players begin speaking. Search 'meditation music' online for many examples to play from your laptop.

Seating

It is recommended to have friend groups, couples, and colleagues separate (if possible). You can assign seats in advance using name cards. Or, number the tables then have participants count-off upon arrival to the maximum number of tables.

To Begin

- 1 Warm welcome to you all! Thank you for coming to the Who You Are Matters! guided discovery experience.
- Facilitator: Introduce yourself.
- [Optional] If you offer follow-up service to game players, say: We will be offering a way for you to continue what you began today, post-game.
- 4 Today's agenda is simple! Pre-game. GAME ON. Post-game.
 - For Quick Game, add:
 - Today, we'll play the Quick Game in 2 parts with no break. We should be finished by ______.
 - For Extended Game, add:
 - Today, we'll play the Extended Game in 2 parts with a short break in-between parts. We should be finished by . .

Pre-game: Guidebook Page 1

- 5 Starting now with pre-game: To guide today's experience, please find Guidebooks under the bottom left corner of your gameboard. Distribute 1 to each player at your table. Write your name in the white box on Page 1.
- 6 Notice under the game name it says: Spark meaningful conversations, gain clarity and confidence about what's next - that's what we'll do today.
- **7** Can I have a volunteer read aloud the Objective box

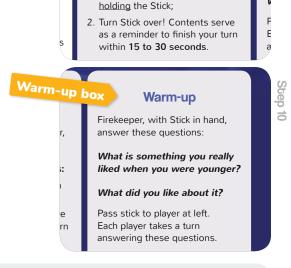
For Larger Groups: Consider reading aloud the 3 boxes yourself.



- · Keep confidential all player details
- Smile and have fun

It's not just a game, it's your life!

- **8** Note the confidentiality guideline in Objective box. In this irekeeper b game personal information is shared. What's said in the group should stay in the group to honor group members' confidentiality! Please show hands to signal your agreement to model confidentiality.
- 9 Facilitator: Read aloud the Choose Firekeeper box, using the Firekeeper's Stick to demonstrate.
- 10 Facilitator: Read aloud Warm-up box. Facilitator, model how to respond to the 2 questions with your own personal answers. Go ahead and do the warm-up now.



Choose Firekeeper

This person is the first Firekeeper. and takes the Firekeeper's Stick.

The Stick serves two purposes:

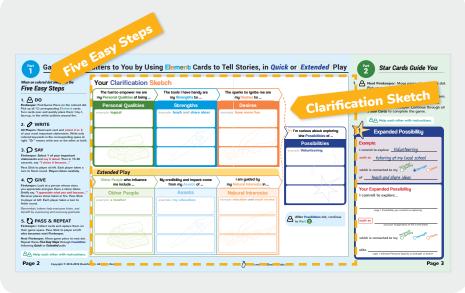
1. Players only share aloud when

Whose birthday is next?

Part 1: Guidebook Page 2-3

11 Go to Five Easy Steps in Part 1 on next page. Open your Guidebook so both pages face you. This is your Clarification Sketch. Note the corresponding space in your Clarification Sketch for each of the Element Cards on the gameboard.





Choose

For Larger Groups: Show slide of Guidebook open to Clarification Sketch.

- 12 Now begin Part 1: Gather What Matters to You by Using Element Cards to Tell Stories. Today we'll play the [Quick / Extended] game so please circle that word.
- 13 Look at Five Easy Steps to the left of your Clarification Sketch. When the Game Piece lands on a colored dot, there is always something to DO, WRITE, SAY, and GIVE.
- 14 I'm going to walk you through the first dot step by step using the Five Easy Steps instructions.



15 Go to Step 1, which is DO.

Read it aloud exactly as written.

1. A DO

Firekeeper: Find Game Piece on the colored dot. Pick up all 12 corresponding Element cards. Turn cards over and quickly place them 1-by-1, face-up, in the white outlines around fire.



For Larger Groups: Show slide of DO – placing cards around fire.

Go ahead and do this now.
[wait until all groups are done]



16 Go to Step 2 which is WRITE.

2. / WRITE

All Players: Read each card and select 2 or 3 of your most important statements. Write only colored keywords in the corresponding space at right. "Or" means write one or the other or both.



For Larger Groups: Show slide of WRITE – writing items in Clarification Sketch.



- Note that "Or" means write one or the other or both. See the Personal Qualities card, "I'm logical or sensible" for an example of what I mean.
- Also, notice one card provides a blank for you to fill in your own Personal Quality. For example, I'm freespirited or competitive. A blank like this appears in most sets of Element cards.
- Go ahead and do this now.
 [wait until all groups are done]



17 Go to Step 3 which is SAY.

Read it aloud exactly as written.

3. O SAY

Firekeeper: Select 1 of your important statements and say it aloud. Then in 15-30 seconds, say "I chose it because..."

Pass Stick to player at left. Each player takes a turn to finish round. Players listen carefully.



For Larger Groups: Show slide of SAY – sharing a story.



Share your 15-30 second story while demonstrating the timer quality of the Firekeeper's Stick.

Go ahead and do Step 3 now.
[wait until all groups are done]



18 Go to Step 4 which is GIVE.

Read it aloud exactly as written.

4. C GIVE

Firekeeper: Look at a person whose story you appreciate and give them a stone token. Briefly say, "I appreciate what you said because..." Receiver places stone token in fire. Pass Stick to player at left. Each player takes a turn to finish round.

Remember, tokens help everyone listen, and benefit by expressing and receiving gratitude.



I chose _ pecause ...



For Larger Groups: Show slide of GIVE – giving a stone token.

Look at a player and ask for their name. For example, I might give a token to <u>name</u> and say, 'I appreciate what you said, <u>name</u>, because it's so important to help people in the way you spoke about it, and I'm glad you're doing that work.'

Then, <u>name</u> places the token in the fire.

Go ahead and do this now.

[wait until all groups are done]



19 Go to Step 5 which is PASS & REPEAT.

Read it aloud exactly as written.

5. () PASS & REPEAT

Firekeeper: Collect cards and replace them on their game space. Pass Stick to player at left who becomes next Firekeeper.

Next Firekeeper: Move game piece to next dot. Repeat these *Five Easy Steps* through Possibilities following *Quick* or *Extended* path.



For Larger Groups: Show slide of

PASS & REPEAT



Each dot is played the same way.





- For **Quick Play**... Remember, we'll be playing the Quick version. You'll do the first 3 dots, then on the gameboard, follow the Quick path to Possibilities.
- For Extended Play... Remember, we'll be playing the Extended version. You'll do all 7 dots including Possibilities. We'll have a short break after Part 1 before completing Part 2.
- [Optionally repeat] Ideally, if you need to take a break, please do so at the scheduled break to keep game momentum with your fellow players.
- **20** [Explain] I'll be joining groups and playing a dot with you to model positive game play.
 - Any questions? [Address questions]
- 21 GAME ON!
- 22 You can play a dot with a group; monitor progress; model best behavior with brief storytelling.

23 [Monitor time]

For **Quick Play** in 1 hour: Players should have completed the 4 dots up to and including Possibilities within 30 minutes. If your players have not completed the first 3 dots by this time, you can 'Fast Track' through the Possibilities dot. See below.

For **Extended Play:** Depending on overall time available, you may also 'Fast Track' players to complete Part 1 at a given time.

Fast-Track: Approach each table you need to speed up and say,

Finish playing the dot you're on. Then DO and WRITE only, to complete remaining dots.

For Larger Groups: Do Fast-Track by announcing to the whole group to get all players to end Part 1 within a few minutes of each other. Get all players attention, and say,

I'm introducing a FAST-TRACK way for all tables to finish Part 1 near the same time. Please finish playing the dot you're on. Then DO and WRITE only, to complete remaining dots.

24 Introduce Break time, for Extended Play players only.

[Optionally] Facilitator asks players to return tokens to the bags and remove them from the gameboard. Explain that tokens will not be used in Part 2. This cleans up gameboard space. Players should also remove last element cards from gameboard.

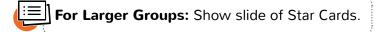
Part 2: Guidebook Page 3

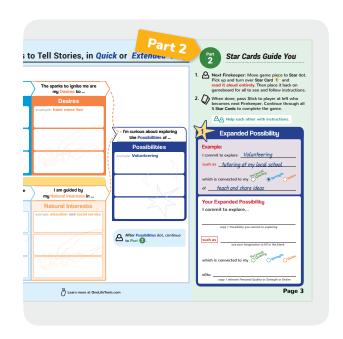
25 When ready Part 2, Facilitator says:

We're now playing Part 2 of Who You Are Matters!
Please see right side of Page 3: Star Cards Guide You.



26 Here's how to use Star Cards. Follow along with me in the Part 2 instructions, but don't start yet.





27 Read aloud the 2 instructions on Page 3 exactly as written.

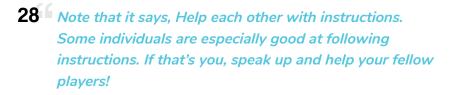


Star Cards Guide You

- 1. A Next Firekeeper: Move game piece to Star dot. Pick up and turn over Star Card 1 and read it aloud entirely. Then place it back on gameboard for all to see and follow instructions.
- 2. When done, pass Stick to player at left who becomes next Firekeeper. Continue through all 5 Star Cards to complete the game.



A Help each other with instructions.







- 29 Star Cards will guide you to work on your Expanded Possibility on Page 3. Turn to Page 4, and you'll see that Star Cards also guide you to give and receive Feedback and write 1 Inspired Action.
- **30** Part 2 of the game ends on Star Card 6. Some tables will be faster than others. Faster tables will play the bonus card until the facilitator calls time. Don't worry if you don't get to the bonus, I'll bring all groups together at end, and you won't miss anything!
- What questions do you have?
 [Facilitator responds to questions] Then say... Part 2: Game On!
- **32** Monitor time. All groups must be finished Star Card 4 before you call time. Star Cards 5 and 6 are conversational. Star Card 6 is a Bonus card designed to use time of faster tables while slower tables finish.
- When last table has finished Star Card 4, you can end Part 2. Ideally, however, you provide time for all tables to finish Star Card 5. When ready, say:
 - Thank you for playing Part 2 of Who You Are Matters! I'd now like to spark some final discoveries before we wrap up.

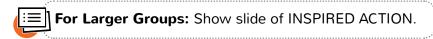
Post-game: Spark Final Discoveries & Next Steps on Page 4

- 34 Start 'sparking final discoveries' by bringing all groups together. Facilitating learning from each group using two separate questions from Star Card 5.
 - Having played today at your separate tables, it's valuable to learn from each other. Let me ask 2 questions from Star Card 5 and have at least 1 person per table respond. How has today's experience encouraged you? What did you notice about your experience at your table?

Use what you hear as prompts to facilitate a discussion about learning from the experience.

- **35** [Optionally, Facilitator may ask]
 - How are you feeling now compared to how you felt when you arrived today?

 Again, use what you hear as prompts to facilitate learning.
- **36** Let's consider your Inspired Actions for a moment. Raise your hand if you believe you'll actually do your Inspired Action.

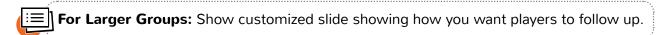


OK! To help you get things done, note the box on the bottom right of Page 4. Let me encourage you, after we finish in a few minutes, to find your accountability – or capability – partner. Share your Inspired Action and due date with them and commit to checking in with them on the due date. Your partner can be anyone in the room today, or within your network.

Facilitator, consider sharing Optional way to encourage Inspired Action. See next page.

Look at the bottom right of Page 4. Refine insights and deepen conversations by sharing your Clarification Sketch with a coach, advisor, counselor – or manager.

Explain how players may access this support in your workplace, school, institution, setting or practice.



38 Accelerate exploration of your Possibilities by visiting onelifetools.com/resources

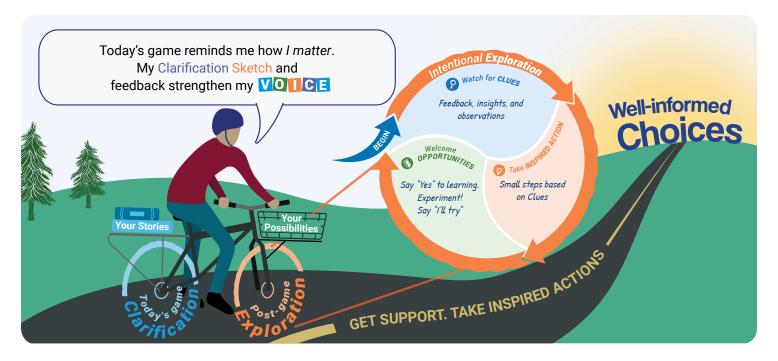
Here are 3 things you can get:

- Gain insights from reading Clarification Sketches of real life clients.
- Get insider tips from hundreds of inspirational career stories from the Career Buzz radio show and podcast, hosted by OneLifeTools co-founder, Mark Franklin.
- Build your network and confirm next steps by downloading the free Field Research Guide.
- 39 [optional] Make offer to connect game players to your services (if relevant). Explain your sticker (if relevant).
- 40 Thank you for playing the Who You Are Matters! game. We're glad you played today.
- 41 [optional] Please complete a brief game experience evaluation survey.

Optional way to encourage Inspired Action



In your *Who You Are Matters!* slides, there is a useful image to support this message. It's the slide showing the bike rider on the road. Using the slide is optional.



Here's a process from making Well-Informed Choices. Picture a rider on a bike. Clarification is the back wheel, that's where the power is. Clarification began in today's game, drawing on your stories.

Intentional Exploration, is the front wheel. You control it. Intentional Exploration is a cycle of watching for Clues, taking Inspired Action and Welcoming Opportunities.

Watching for Clues means paying profound attention to the world within you and beyond, for clues related to what you want, to your Clarification Sketch. They can be internal clues like feelings. They can be external clues like feedback in today's game, or recommendations from friends.

When you notice positive clues, inspired action is your reward. You get to take action, and it's this Inspired Action that moves you forward. There are 3 ways to take Inspired Action. It can be on your own like researching new careers. It can be 1 on 1 by doing 'field research'. And it can be active engagement in the community, like volunteering, taking courses and attending events.

When you take Inspired Action, opportunities open up. Welcome them! Sometimes they're exactly what you have been expecting, and sometimes you will want to pivot or adapt your exploration to embrace new opportunities.

What questions do you have about Intentional Exploration?

[Facilitator responds to questions]

When done, return to the Facilitator's Guide to finish.

Timing Guide

Use this Timing Guide for approximate facilitation timing guidelines for **Quick** and **Extended** game plays. Refer to *Who You Are Matters!* Instructions for **Quick** and **Extended** setup and game play.

Use "Quick Game in 1 hour" when you are limited to 60 minutes. Timing works for 4 players per game kit.

Use "Extended Game in 1.5 hours" when you are limited to 90 minutes. Timing works for 4 players per game kit.

Use "**Extended Game in 2.5 hours**" when you have flexibility in time. Can be adapted for game plays from 2 to 3 hours. Timing works for 4 or 5 players per game kit. In Part 2, most or all tables have time for Star Card 6 which contains bonus questions. You have more time to spark final discoveries. Ideal for workplace applications, 50+ events and other programs where finishing at a specific time is not as crucial.



^{*} Monitor time in Part 2. When last table has finished Star Card 4, you can end Part 2. Star Cards 5 and 6 are conversational and can be skipped.

Star Card 6 is a Bonus card designed to use time meaningfully for faster tables while slower tables finish.

Facilitating Who You Are Matters! for Different Groups

Who You Are Matters! is designed for use with different groups and populations. Learn to provide specific game context for each group, and find facilitation tips, and resources. Three Expansion Packs are available from OneLifeTools: Workplace, Youth and 50+ age groups.

1. For HR professionals and business, industry and organizational applications.

Use Who You Are Matters! as a teambuilding activity for intact teams or an employee engagement or professional development staff event. Frame it as a 'trust building' activity to improve empathy, honor differences and gain insights about the humanity of peers. It relies on and builds storytelling and storylistening skills, which leads to productivity gains.

Expansion Pack: Contact OneLifeTools for Workplace Expansion Pack which includes a different set of Possibilities cards more appropriate for workplace use, and a Team Sketch template with instructions for use.

Tips: (1) Emphasize that the focus of the game is to improve internal career management and mobility, team building, engagement and productivity. Even in flat organizations with little advancement opportunity the game can generate Possibilities such as volunteering and professional development for enrichment and future opportunities. (2) At the end of the game, ask teams to create a 'Team Clarification Sketch.' Go to Onelifetools.com/resources to access the document, instructions and an example. Teams then have one person read aloud their 'Team Clarification Sketch' to the full group.

Resources: Contact OneLifeTools for site licensing information for the Online Storyteller Web application and associated training.

2. For universities and colleges.

Who You Are Matters! Facilitators use the game in post-secondary education within career and employment centers, student residences, fraternities, sororities, student clubs, and classrooms.

Tips: (1) The **Facilitator's Guide** and **Quick Facilitation Hints** are adapted with this population in mind, so you can feel confident using it for post-secondary audiences. (2) Make offer to students about follow up individual career services (if relevant). E.g. Schedule a debrief session within the next 2 weeks and win a branded tote bag.

Resources: Contact OneLifeTools for site licensing information for the Online Storyteller. You may want to have all incoming students receive access to the Online Storyteller.

3. For high schools and youth groups.

Who You Are Matters! is suitable for all high school grades, and fits especially well in 10th - 12th grades. It may be used in regular class time, or for special events and clubs. Teachers and school counselors may facilitate the game within the curriculum.

Expansion Pack: Contact OneLifeTools for High School Expansion Pack which includes a unique, full set of age-appropriate cards.

Tips: (1) Make offer to students about follow up individual services (if relevant). E.g. Schedule a debrief session within the next 2 weeks and I can help you use your Career Statement to make an academic and career plan. (2) Consider holding an event with parents. Parents playing together with their children can be a powerful experience.

Resources: Contact OneLifeTools for site licensing information for the Online Storyteller web application and related training.

4. For career and employment centers.

Use Who You Are Matters! to attract new clients and to offer career clarification programs to existing clients. Training staff in game facilitation and in Narrative Assessment techniques provides much desired professional development. Invite funders and administrators to game plays to illustrate how narrative tools can support clients and reach substantive outcomes.

Tips: (1) Open your session by inviting participants to think beyond the immediate job search. Share our definition of career as "the full expression of who you are and how you want to be in the world. And, it keeps on expanding as it naturally goes through cycles of stability and change." Ask participants for their reactions to this definition. (2) Make offer to players about follow up individual career services (if relevant). E.g. Schedule a debrief session within the next 2 weeks and win a branded tote bag.

Resources: Contact OneLifeTools for site licensing information for the Online Storyteller web application and associated training, and for Holistic Narrative Career Professional Certification.

5. For alumni and professional associations.

Use Who You Are Matters! to attract new members and provide value-added services to member benefits. Invite funders and administrators to game plays to illustrate how narrative tools can support members and can be offered in their workplaces.

Tip: Facilitators may negotiate follow up career management services to members at a preferred rate.

Resources: Contact OneLifeTools for site licensing information for the Online Storyteller web application and related training.

6. For groups aged 50+ and retirement/redirection applications.

Who You Are Matters! is a good fit for groups aged 50+ players whether a mixed group, or a by-invitation internal group.

Expansion Pack: Contact OneLifeTools for 50+ Expansion Pack which includes a different set of Possibilities cards more appropriate for pre-retirement, retirement and redirection.

Tips: (1) Open your session by inviting participants to reframe the word "career" that we use in the game. Share with them our definition of career as "the full expression of who you are and how you want to be in the world. And, it keeps on expanding as it naturally goes through cycles of stability and change." Ask participants for their reactions to this definition. (2) Facilitators may negotiate follow up career management services to game players at a preferred rate.

Resources: Contact OneLifeTools for credits to the Online Storyteller web application and associated training, and for Holistic Narrative Career Professional Certification.

7. For solo practitioners.

Use Who You Are Matters! to attract new clients and to offer career clarification programs to existing clients.

Tip: Make offer to players about follow up individual career services (if relevant). E.g. Schedule a debrief session within the next 2 weeks and save \$X.

Resources: Contact OneLifeTools for credits to the Online Storyteller web application and associated training, and for Holistic Narrative Career Professional Certification.

In Gratitude

Working on this game and refining it has been a labor of love over several years. We, the co-authors, Mark Franklin and Rich Feller, wish to thank Leigh Anne Saxe, Yukari Torasaki, Karey Iron, and Jenn Long for their invaluable contributions and support.

version 7.0