



Study Group Facilitator Quick Overview

Thank you for facilitating an OLLI Study Group. We are here to help.

Here's a quick overview of what to do and what to expect.

Work with someone from the OLLI Study Group Committee on details for the proposed Study Group.

Submit a Worksheet

Please submit your worksheet promptly as groups cannot be scheduled without it. Worksheets are available online at Bradley.edu/olli on the **Study Groups** page. Your contact or the OLLI office can help with your worksheet if needed. A critical piece is the study group title and description as this is what motivates people to sign up. Include information about any required reading or viewing.

Pre-Start Contacts:

Your contact will confirm once you are on the schedule.

Two weeks before the first session, expect an email from the OLLI Office with the names, phone numbers and email addresses of registrants.

Your OLLI host should also contact you. This is a participant who will coordinate snacks and help with other tasks as needed.

We recommend you email the participants a week or so before the first session. Introduce yourself and let them know of any "homework" needed before the first session. **Please address the email to yourself and use the "bcc" address block for participant names to avoid sharing their personal addresses.**

Study Group Sessions:

Please plan to arrive 20 minutes prior to your session. Your host will have name tents for all. For the first session, ask everyone to briefly introduce themselves.

Expect a lively, engaged discussion. Use open ended questions. Encourage all to participate, but expect some persons to be more listeners than speakers. The [Study Group Facilitator Handbook](#) has great tips on keeping the group focused, dealing with disagreements and disruptions, etc. If you will be using PowerPoint presentations, the handbook has tips for these also.

At the close of the Study Group:

All instructors and participants will receive evaluation forms. We appreciate your feedback. You will receive a summary of the evaluations approximately one month later.

Please contact the office with any questions at 309-677-3900 or email olli@bradley.edu.