# Procedure to Start a Study Group

A study group is a small group of people who are committed to help each other learn about a common topic or skill. They help each other primarily by sharing thoughtful questions, advice and materials, as well as to share support and accountabilities to do assignments between meetings. Here is a handy procedure you could use to start your own group. More information about study groups is available at   
https://managementhelp.org/personaldevelopment/learning/how-to-start-study-group.htm

## Preparation

1. Complete a draft of the design of your group (below).
2. Select 4-5 people who might have a similar interest or need regarding a common or skill.
3. Share this procedure with them.
4. Ask them if they have any questions or suggestions about the design of the group.
5. Share the sample Learning Journal with them, online at  
   https://managementhelp.org/personaldevelopment/learning/learning-journal-template.doc
6. Ask if they'd optionally like to form a personal Learning Plan at  
   https://managementhelp.org/personaldevelopment/learning/how-to-design-your-learning-plan.htm
7. Ask if they are committed to attending.
8. Share contact information for each member.
9. Hold your first meeting in which you:
   1. Share introductions.
   2. Pose any questions or changes about the procedure or Learning Journal.
   3. Schedule your meetings.

## Design of Your Study Group

Common Overall Topic You Are Studying (pick a topic from the Library?): \_\_\_

Names of Members of the Group (choose 4-5 members at most): \_\_\_

Number of Meetings (6 is typical): \_\_\_

Length of Meetings (90 minutes is typical): \_\_\_

Frequency of Meetings (every two weeks?: \_\_\_

Means of Communications (in-person or virtual): \_\_\_

Facilitator (to manage ground rules and agenda): \_\_\_

Preferred Ground Rules:

1. Attend every meeting, unless excused.
2. Maintain confidentiality about members and meetings.
3. Come prepared for reach meeting.
4. Support each member's learning.
5. All opinions are honored.

Method to Capture Learning (share the sample Learning Journal): \_\_

Meeting Agenda:

1. Opening -- Review agenda and ground rules, and name today's topic (7 minutes)
2. Learning -- In round-table approach, each member (15 minutes each if 5 members):
   1. Names the highlights and learning for him/her from the previous reading.
   2. Shares any questions regarding the topic.
   3. Asks for additional resources if needed.

3. Closing -- (8 minutes)

a. Evaluate this meeting

1. What worked well?
2. What could be improved?

b. Verify date and timing of next meeting