

**HOSTING A 16 GUIDELINES INTRODUCTORY WORKSHOP – AN OVERVIEW**  
**Essential Education, February 2011**  
**info@essential-education.org**

*“I believe that at every level of society, the key to a happier and more successful world is the growth of compassion. We do not need to become religious, nor do we need to believe in an ideology. All that is necessary is for each of us to develop our good human qualities.”* - The Dalai Lama, Patron of Essential Education

**WORKSHOP DESCRIPTION**

This workshop offers a two-day Introduction to the *16 Guidelines for Life*, a practical tool for developing our capacity to be kind and wise, and to find happiness and meaning in life.

*“Eye-opening ... thought- provoking ... wonderful ... enjoyable ... refreshing ... remarkable ... well thought-out and well-taught ... motivating ... powerful ... inspirational ... and fun!”* - Comments from 2008-10 workshop participants

Divided into four sections: *How we think; How we act; How we relate to others; and How we find meaning*, the 16 Guidelines (16G) touch on the very heart of what it means to be a human being. This is probably why they resonate so strongly with people of all ages, cultures and traditions. These secular guidelines are inspired by a rare text from 7<sup>th</sup> century Tibet and are suitable for people of any faith or none. For more information see [www.16guidelines.org](http://www.16guidelines.org).

This is an experiential workshop, suitable for anyone aged 16 and upwards, which introduces the guidelines via presentations, video, exercises, and group discussion. It is usually run over 12 hours (6 hours per day) for groups of up to 24 people. It has been offered in 22 different countries and 6 different languages, with extremely positive feedback.

The guidelines are more than just words: they are a call to action. Since the 16G were first launched in Sydney in 2006, they have inspired community projects in schools and colleges, prisons, healthcare, drug rehabilitation and the workplace across 5 continents. All participants in the Introductory workshop (Level One) will be invited to join our online community of EE practitioners worldwide – called the *EE Hub* – and can also apply to attend a Level Two workshop, which aims to equip people to facilitate 16G activities in their own community.

**WHAT ESSENTIAL EDUCATION WILL PROVIDE**

1. A tested and effective workshop with exercises, presentations, video, music, etc.
2. An accredited facilitator
3. A hosting pack which aims to provide all the information you need, ready in advance
4. A range of publicity materials including: leaflet template; sample text; newsletter copy
5. Additional publicity via Essential Education websites and mailings
6. A free set of sample resources (which can then be purchased from local distributors)
7. A handout for each participant (for photocopying by you)
8. 16G playing cards for each participant (at the cost price of £1 per person)

## FINANCIAL COMMITMENT OF THE HOSTING CENTRE

Facilitator fee (2 days)	£300
Facilitator expenses	as agreed
Photocopying	handout for each participant (approximately 16 pages)
16G playing cards	1 set per participant at £1 pp (including postage & packing)
Room and equipment	to include ppt projector; speakers; flipchart; tea and coffee
Local marketing	posters; mailings; advertising (as appropriate)
Translation	where needed

## ROLE OF THE ESSENTIAL EDUCATION OFFICE

1. Appoints facilitator, and links them with the hosting centre
2. If appropriate, identifies and appoints a trainee facilitator – at no extra cost to the hosting centre
3. Provides additional publicity via its websites and mailings
4. Equips facilitator with all workshop documents and materials, to include; outline and exercises; powerpoint and multimedia; evaluation forms
5. Provides centre with: hosting pack; sample publicity materials; handout for photocopying; playing cards; a set of sample publications
6. Follow-up with facilitator and trainee facilitator (if applicable)
7. Adds workshop participants to the EE mailing list and invites to join the EE Hub
8. To respond to general queries and key issues raised by the hosting centre, especially when this can lead to improvements for the future

## ROLE OF FACILITATOR

1. Makes all practical arrangements with venue, including: agreeing dates and times of workshop; providing a photo and brief resume for marketing purposes; ensuring there is a suitable room and equipment; room set-up; their own travel and expenses; direct payment of the facilitator fee
2. Provides the Essential Education office with information for the websites and mailings
3. If appropriate, works with and supports a trainee facilitator
4. Delivers the workshop
5. Provides EE with post-workshop documentation to include:
  - a) Participant list
  - b) Completed evaluation forms
  - c) Photos from the course
  - d) Facilitator's report

*If it is practical for them, Essential Education facilitators are encouraged to contribute back 10% of any income they make, to support the creation of new resources and training opportunities, and the provision of connections between the international EE community. This can be done on an annual or intermittent basis. All contributions are much appreciated.*