

SET OF INSTRUCTIONAL SHEETS ON THE GROUP FORMATION METHODS CURRENTLY USED BY THE MPP



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LIST OF GROUP TRAINING METHODS CURRENTLY USED BY THE MPP

N°	NAME OF THE METHOD	TRAINING IN WHICH IT IS USED
1	Forming groups by using numbers	All courses
2	Forming groups using the animal call method	All courses
3	Forming self-management groups	All courses
4	Forming groups through a speed exercise	All courses

GROUP TRAINING 1: Form groups by the use of numbers

DEFINITION OR PRESENTATION OF THE METHOD

This method is an exercise in randomly dividing participants into working groups.

OBJECTIVES OF THE TOOL OR METHOD

This method has several objectives:

- (1) Form groups quickly and proportionally.
- (2) It is a random method that allows participants to reach out to people they might not spontaneously approach.

HOW TO USE

This exercise can be used at any time during the training. As soon as the trainer suggests group work. The number of groups desired determines the numbers that will be distributed. For example, if the trainer wants 4 groups, he or she will go past the participants and give each one the numbers 1-2-3-4, 1-2-3-4, until each participant has a number. Then the same numbers will come together.

THE PROCESS (THE STEPS, THE PROCEDURE AND THE ROLE OF EACH)

	STEP 01	STEP 02
OBJECTIVE	Distribution of figures	Group formation
PREPARATION OR PLAY TIME	5 min	10 min
ROLE OF EVERYONE	The trainer assigns a number to each participant, according to the number he or she wishes. Passes to the seated learners and hands out the numbers Learners must memorise their number	The trainer invites the participants to gather according to the number they have been given. Learners stand up and gather
ADVICE OR POINT OF ATTENTION	Each participant memorises the number the trainer gives them.	When the trainer calls out a number, the participants concerned stand up and look alike, and so on.
THE NECESSARY TOOLS/SUPPORTS	No special equipment is required	

GROUP TRAINING 2: Form groups by animal call method

DEFINITION OR PRESENTATION OF THE METHOD

This is an exercise in which participants form groups to imitate the calls of animals.

OBJECTIVES OF THE TOOL OR METHOD

This method allows :

- (1) To divide the participants into working groups
- (2) To work directly on the way one looks at oneself and others, everyone is subject to the same rule, which allows participants to feel more relaxed

HOW TO USE

This exercise is usually done on the first day of the course. It works as an icebreaker both to facilitate relationships between participants by creating groups and to help the facilitator set a relaxed tone for the training.

THE PROCESS (THE STEPS, THE PROCEDURE AND THE ROLE OF EACH)

	STEP 01	STEP 02	STEP 03
OBJECTIVE	Prepare the papers	Distribution of the pieces of paper	Group formation
PREPARATION OR PLAY TIME	10-15 min	5 min	5 min
ROLE OF EVERYONE	<p>The trainer, depending on the number of groups he/she wishes to form, chooses the names of the animals and writes them down in an equitable way so that each participant has a paper and groups of each animal can be formed.</p> <p>Once he has finished writing, he folds the papers and distributes them to each participant</p>	<p>Each participant receives a piece of paper. They do not have to read them until they are all handed out.</p> <p>Once all the papers have been distributed, they can be read.</p>	<p>Learners will form groups according to the instructions</p>
ADVICE OR POINT OF ATTENTION	<p>It is important to explain that the animal names were chosen and distributed in the randomly. It may even be possible to choose the names of the animals together with the participants, so as not to offend people's representations.</p>	<p>Memorise the name of the animal written on the piece of paper.</p>	<p>Stand up and imitate the call of the animal listed and move closer to those making the same call. It is important that there is a consistent space in the</p> <p>This is a space in which participants can move around and form separate groups. So if the space is limited, it is necessary to plan to push the tables and chairs</p>
THE NECESSARY TOOLS/SUPPORTS	Paper + scissors + pens		

GROUP TRAINING 3: Setting up self-help groups of the training life space

DEFINITION OR PRESENTATION OF THE METHOD

This tool is a method to facilitate the self-management of participants when there is a long period of residential training

OBJECTIVES OF THE TOOL OR METHOD

This method meets several objectives:

- (1) It suggests that trainers who are going to work with participants over a long period of time should organise groups that are self-directed by the participants for the different aspects of collective life.
- (2) It empowers the participants while providing a space for them to create or propose things.
- (3) These self-management groups also help to make learners accountable to the team managing the training space. MPP training courses are training courses for social change, it is important that the actors in training are responsible and respectful people.

HOW TO USE

If you want to use this method, it is best to do it on the first day of the training. It can be used in any training. It requires at least 10 people.

It is not only the trainer who can set up these groups, but also the trainee's coach or any other member of the training team.



THE PROCESS (THE STEPS, THE PROCEDURE AND THE ROLE OF EACH)

	STEP 01	STEP 02	STEP 03
OBJECTIVE	Present the 5 self-management committees	Distribution of participants in the committees	Plan activities: define activities and organise shifts
PREPARATION OR PLAY TIME	15 min	15 min	30 minutes
ROLE OF EVERYONE	<p>The trainer introduces each of the committees: its role and functioning.</p> <p>It is important to explain that the aim of empowering participants is not to give them work in addition to the aim of the training is to train actors to be more effective in their work and to provide them with the skills they need to manage a group. In line with the objective of the training, which is to train actors</p> <p>It is important that they demonstrate that they can handle this kind of burden and sublimate it.</p>	<p>Participants choose the committee they want to be involved in.</p> <p>The trainer notes the names</p>	<p>The committees formed meet and propose activities. The trainer, together with the participants, organises the first days of</p> <p>This is the only way to ensure that the project works according to what has been proposed and what is expected.</p>
ADVICE OR POINT OF ATTENTION	<p>The committees are autonomous from each other. Participants can consult the coach or the training team for advice or needs if necessary. The distribution is not movable but once you are in a committee, they rarely change. The rule is that committee members may invite each other to participate from time to time but must respect their membership of the original group</p>	<p>There must be a distribution proportional to the participants in different groups. Within each group there is a leader.</p>	<p>The groups manage the group and task rotations themselves. The training leader ensures that everything runs smoothly.</p>
THE NECESSARY TOOLS/SUPPORTS	Board and chalk	Sheet + pen	

ANNEX: COMMITTEES AND THEIR TASKS

THE 5 COMMITTEES					
	Communication Committee	Documentation Committee	Leisure Committee	Logistics Committee	Education and Discipline Committee
TASKS	Writing and presenting a daily newspaper	Collect all documents relating to the training session: both a copy all materials related to the games set up by the participants	Organise recreational evenings, energise breaks (songs, music)	Divide the participants into working groups: cooking (cleaning of cutlery), making sure that everyone has the documents, that everyone is in good shape and if necessary taking care of them	Ensure that arrival times are respected Ensure that everyone understands, follows the training Ensure that the trainer does not speak too fast If someone is sleeping, be able to undertake activities to wake them up Be able to plan sanctions

GROUP TRAINING 4: Forming groups using the speed method

DEFINITION OR PRESENTATION OF THE METHOD

This is an exercise in which participants are asked to walk very fast. At the end of the walk, groups are formed, one after the other.

OBJECTIVES OF THE TOOL OR METHOD

This method allows :

- (1) To divide the participants into working groups at random.

HOW TO USE

This exercise usually takes place on the first day of the course. It works as an icebreaker both to facilitate relationships between participants by creating groups and for the facilitator to set a relaxed tone for the training. But the method can be used at any time if you want to break the routine of the groups and form new ones.

THE PROCESS (THE STEPS, THE PROCEDURE AND THE ROLE OF EACH)

	STEP 01	STEP 02
OBJECTIVE	Dispersion of participants in space	Group formation
PREPARATION OR PLAY TIME	5 min	10 min
ROLE OF EVERYONE	The trainer invites all participants to stand up and take a seat in the middle of the room.	The trainer lets the participants walk.
ADVICE OR POINT OF ATTENTION	Each participant has to walk fast, straight ahead or in a half-lap. The key is to stay in the room.	The trainer interrupts the walk by asking the learners to gather by X.
THE NECESSARY TOOLS/SUPPORTS	No special tools are required	

