

The Checklist

To get to the MoodMaster site, Google MoodMaster or type moodmaster.co.uk in the address bar. Log in by entering your email address and password. If you've not got your password, email office@moodmaster.co.uk or phone Amy: 0116 241 1066.

Once into MoodMaster, click Group-leaders Resources at the top of the page, and go to your chosen specialism (Depression, Stress and Worry, etc); or to All Available Resources if you want to see all the available information sheets. Decide whether you want standard edition or simplified edition.

If you are running live sessions (not webinars) then print (double sided,):

1. Sufficient Weekly Observation sheets: one per person.
2. Sufficient Information ('topic') sheets: one per person.
3. Sufficient Core Values ('ground-rules') sheets so there is one per person (in the first session, thereafter just have a couple on the table to refer to if you need to).
4. A Mood Record sheet on which you record members' 'out of ten' scores.

You will also need a pen to write with and a couple of spare pens for any members who haven't brought one.



Start at the appointed time, as soon as sufficient group members are in the room; welcome latecomers as they arrive. The running order is:

- Welcome, and introductions. Review Core Values if you like. Request and suggest confidentiality but don't promise it – it's not within your gift.
- Ask them to fill in Boxes 1-3, explaining their relevance.
- Ask them to fill in Box 4, the 'Mood Thermometer'.
- Go round and confidentially take their Thermometer scores if possible.
- If possible, invite everybody in turn to tell you about Box 1, then everybody on Box 2, then everybody on Box 3. Take care with 1 and 2 to ensure you ask the second question in the box. (If you have a large group, you may need to go straight to Box 3.) Let anyone respond to what each member says.
- Check how they got on with homework, ensuring you know what it was! Take plenty of time with this, it's the homework that often makes the biggest difference.
- Read out the Topic for the day, probably pausing after each paragraph and asking if anyone has any reactions.
- Do any in-session tasks specified on the Topic sheet, and read the Mythbuster and discuss and set the Project.
- Thank them for coming, encourage some relaxed chat and wish them well for the week.

And, along with all of that, try to be as warm and friendly as you naturally are ... this links to the deepest parts of the brain and so helps delegates to 'take on board' what you cover!

