

Small Group Leader Guide

IGNITE Worldwide events change students' lives! [Read more about the girls, young women, nonbinary, transgender, agender, and genderqueer students we serve.](#)

- Learn how to best work with a small group of IGNITE Students at an in-person Event.
- Follow this structure to help create a welcoming space and make the most of your limited time!
- IGNITE Students learn and grow by engaging with you; as meaningful as it is for them to learn a new skill and think critically, your engagement and interaction with them help them see themselves in your role one day!
- We highly encourage all company volunteers to meet for a pre-event run through.

Leading a Small Group

- **If you are working with a specific small group:**
 - Begin with Introductions (~ 3 minutes)—It's important to take time to create a welcoming space. Greet students and start off with a round of introductions (name, grade) along with one icebreaker question.
 - Here are some sample icebreaker questions you can use, or come up with your own. Please start by introducing yourself and answering the icebreaker question.
 - *What is one thing that you are really good at?*
 - *What's your favorite food?*
 - *What's your favorite animal?*
 - *What's your dream job?*
 - *If you could have one superpower, what would it be?*
- **If you are a roving volunteer:**
 - Students may or may not be grouped together. Stand with a small group of students to observe who needs help or encouragement. Students may be shy and not ask for help.

Field Trips Only

- Field Trips allow time after the Small Group Activity for each student group to share about their activity, what they learned, how they approached solving the problem, etc. This is an opportunity for students to practice building confidence and communicating their ideas in a supportive environment, and also for the groups to see how other students experienced the activity.
- Small Group Student Presentations:
 - Ensure each student speaks during the group's presentation. Be sure to allow students a few minutes in small groups to discuss who wants to speak about which part. Encourage students to speak for equal amounts of time.

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- Ex. "We want to make sure everyone uses their voice to present our awesome group's ideas! Please discuss as a group who wants to speak about each piece."
- For the presentations, have each group present from the front of the room, independent of volunteers or educators.

Important Reminders for Working with Students

- Set the tone. Encourage students to "Step Up and Step Back" Ex. *If someone tends to speak more, encourage them to step back so others can participate. If someone tends to speak less, encourage them to step up so they get their voice heard.*
- Be positive and show the students how happy you are to be there with them. This will help the students feel more comfortable and confident to participate!
- Speak slowly and clearly to help the students understand you.
- Pause often to see if anyone has questions.
- If the students are working individually: Check in to see who needs attention and be available to provide support and guidance, but please do not give them the answers or do the work for them. Instead, you can explain the instructions in a different way or provide a helpful hint.
- Positive, specific feedback helps inspire students to participate! Ex. *"{Student Name}, your idea about adding a button here is a really creative approach!"*
- If someone is not actively participating, gently encourage them to share thoughts or ideas. Ex. *"{Student Name}, I would love to hear your thoughts!",* or *"{Student Name}, what do you think of that plan?",* or *"{Student Name}, what do you think? Should we do __ or __?"*
- It's best to use a round-robin style of discussion so that students know who can speak next and to ensure each student gets to speak. Call on students by name to ask them questions and/or to get them talking and engaged Ex. *"{Student's Name}, how about you? We'd love to hear what you think. Would you like to add anything? Would you like to ask a question?"*
- You can also call on one or two students at a time (so as not to single out one student) to invite them to ask a question or add to the conversation