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A. MOTIVATION

Encouraging ourselves and others to develop our innate capacity for compassion and wisdom is one of the most stable and lasting ways of bringing more happiness and peace into the world. It is helpful to recall this motivation when preparing to host a 16G workshop. If the workshop helps even one person to develop their capacity to be kind and wise - the benefits will be enormous.

B. KEY INFORMATION**1. Quotes from previous participants**

"Informative, eye-opening, humorous, enlightening, fascinating. An amazingly simple system for helping to create mindfulness." - participant, Amsterdam

"A warm, intimate opportunity to share and learn from others on the path." - participant, Portland

"Extremely helpful. Very encouraging. Stimulating intellectually and personally." - participant, London

"A truly caring environment to have courage to change. Every aspect was helpful." - participant, Canada

"Wonderful for viewing life in a very different and refreshing perspective." - participant, Kuala Lumpur

"Enjoyable, accessible and insightful. I really like the simplicity of it all, and enjoyed the facilitation style."

"Eye-opening... thought-provoking... remarkable... well thought-out and well taught... motivating... powerful... inspirational... and fun!" - comments from recent participants.

2. About the 16 Guidelines

The 16G are a set of practical tools for developing happiness and meaning in everyday life. Inspired by a 7th-Century Tibetan text, the Guidelines offer a presentation of universal wisdom which is suitable for people of all ages, cultures and traditions. The 16G are more than simply words: they are an inspiration for taking action in all kinds of ways to benefit self and others. They are being used in homes, schools, hospices, drug rehabilitation centres, prisons and workplaces across five continents.

The 16G are underpinned by four Wisdom Themes:

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|------------------------------------|---|
| How we think | Humility Patience Contentment Delight |
| How we act | Kindness Honesty Generosity Right Speech |
| How we relate to others | Respect Forgiveness Gratitude Loyalty |
| How we find meaning in life | Aspiration Principles Service Courage |



For more information, visit www.16guidelines.org. Examples of how the 16G are used around the world can also be found in the 'UECW in Action' section at www.compassionandwisdom.org.

3. Why Host a Level 1: Introduction to the 16 Guidelines?

The Level 1 provides an experiential taste of the 16G - both content and methodology - that cannot be appreciated simply by reading a 16G publication. It is our recommended first step towards:

- deepening an intellectual and experiential understanding of the Guidelines
- developing a 16G service project or community activity
- using the 16G to enhance and strengthen an existing community initiative
- organising or attending a 16G 'Building on the Basics' (BoB) workshop
- hosting a 16G specialised workshop, for example using the children's resource 'Ready Set Happy'

The Level 1 is a standard two-day course that introduces participants to the 16G and the framework of the four Wisdom Themes. Using interactive and experiential methodologies it gives inspiration and skills to apply the 16G in everyday life. Participants are guided in personal explorations using the Guidelines as frames to analyse the way they relate to their experiences. This exploration is stimulated by presentations employing pictures, music, quotes and videos. The skill of mindfulness is fundamental to all applications of the 16G so instruction and practice in mindfulness are included.

Level 1 is usually run in four sessions over 2 days, one 'Wisdom Theme' per session. An option is to host an introductory talk, open to the public, the evening before the 2 day course. This will prepare participants for the Level 1 and generate interest for those who cannot attend the weekend but may be interested in attending future events. If you would like to host an introductory talk, please let our facilitator know when you request the weekend course.

4. What can be done after the Level 1?

The Level 1 is a starting point – there is little benefit if it is seen as the final event. For participants to experience results they need to integrate what they have learned into their daily lives. The most meaningful work begins after the Level 1 - and this work of developing our potential never ends.

To facilitate the process of integration, the facilitator **or** the participants could organise **Building on the Basics (BoB)**, a 10 week optional follow-on from the 16G Level 1. BoB is designed to deepen participants' understanding and experience of the 16G and to introduce fresh materials on the four Wisdom Themes which underpin the 16G.

BoB is based on the following elements:

- led by the 16G facilitator **or** by participants of the Level 1 workshop
- held on a weekly basis for ten weeks, either by online or personal attendance or both
- interactive, experiential and contemplative

Included in BoB is the opportunity for participants to create, develop and deliver a small scale service-based community project. It provides a setting for participants to practice the 16G, to strengthen their

connections with other UECW practitioners, and to taste the development of happiness and meaning in their lives through offering service. The aim of UECW is to create a happier, more peaceful world so this is one way it can happen. A community project is defined by service: an activity that serves the needs of others. Participants are encouraged to identify the unmet needs of others around them day-to-day, and work to meet those needs. This may be their workplace, their neighbourhood or their family. The main point is for participants to give their time and effort to contribute to other people's happiness.

We suggest the host gauges interest in BoB once people have completed the Level 1.

C. FREQUENTLY ASKED QUESTIONS

1. Who can facilitate a Level 1?

Level 1 can only be facilitated by a Foundation for Developing Compassion and Wisdom (FDCW) accredited 16G facilitator who has completed our 16G Training Pathway and fulfils a range of criteria: including:

- knowledge (of both 16G, and their philosophical roots)
- skills (such as effective communication and group facilitation)
- attitude (particularly the commitment to practising the Guidelines in their own life)

2. Who can attend a Level 1?

The Level 1 is suitable for anyone aged 16 and upwards who is open, interested and motivated to reflect on and improve their own lives and the lives of the people around them. It is not a workshop for people who simply want to observe from the sidelines: everyone will be expected to join in the exercises and group discussions. All FDCW facilitators are committed to be welcoming and accessible to people of all ages and genders, cultures and traditions. Our experience is that it is most useful when participants bring a wide range of life experience.

3. How many people can attend?

A minimum of 8 participants must attend all sessions for the course to function properly. Although Level 1 has been offered to over 80 people at a time, our experience is that 24 is a sensible number for everyone to feel personally involved. It is helpful to have an even number of participants because many activities take place in pairs, but we know this can't be guaranteed.

A participant will not be awarded a certificate of completion or be recommended for further 16G training if they miss even one session of Level 1; they would need to organise to either make up the missed session or redo the course.

4. Where can a Level 1 take place?

Ideally it will take place in a simple, quiet, light and airy room. The room needs to be spacious enough for participants to be able to move their chairs and sit in pairs. An option is to provide additional 'breakout' space either indoors or (if weather permits) in an outdoor area. Ideally the space will be inclusive of all needs - for example, be accessible for wheelchairs and have a hearing loop.

5. What staffing and equipment will be needed?

Our facilitator will take responsibility for the course itself, and will make themselves available during the breaks and at the end of the day to answer queries.

The host needs to provide at least one person who can:

- help our facilitator set up the room and deal with any technical problems
- welcome participants, check names, and collect any outstanding payments
- provide practical information about the venue, for example toilets and fire exits
- distribute workshop handouts
- supervise the smooth running of lunch and refreshments
- help create and distribute any 'sign up' sheets for participants, for example for contact details
- sell books and cards. It is recommended that a copy of the 16G book be included in the fee for the participants; it is **essential** that a pack of 16G cards is included in the fee.
- open and lock up the venue

The workshop includes PowerPoint projections, music and videos, for which the host is requested to provide a projector, a blank wall or screen to project onto, and a music system. Most FDCW facilitators will use their own laptop. A table will be needed to display handouts and publications, and a place where people can buy extra books and cards. Equipment needs should be finalised with the facilitator.

6. What is the timetable for Level 1?

Level 1 needs a minimum of 12 hours. There are four sessions over 2 days, one 'Wisdom Theme' per session. It is usually offered over one weekend, with lunch and two refreshment breaks each day. The advantage of offering it over a weekend is that it creates an intensive experience for the participants. It is also possible to offer the workshop as two separate days, or four half days. This may make it easier for some people to attend, and 'homework' can be set between each separate section of the course. The final timetable for the workshop should be agreed with the facilitator.

7. What course fees should be charged?

It is the responsibility of the host to create a budget that is workable and which will enable them to fulfil their financial commitment to the facilitator and to FDCW, who request 10% of revenue. The facilitator will set their own fee. If the course fee is too cheap, participants may not value it; if it is too expensive, it undermines the values of UECW.

8. Is it necessary to provide refreshments and lunch?

It is important for refreshments to be provided in the middle of each morning and afternoon, in whatever way is appropriate to the local culture. This is a key way of helping participants to feel welcomed and cared for, in accordance with the spirit of the 16G. If practical, it is preferable for a simple lunch to be included in the workshop cost, because this encourages participants to stay on site and continue talking together. Another option is that participants all bring lunch to share.

9. What will the Level 1 budget look like?

- facilitator fee for the Level 1 (and for the introductory talk if organised)
- facilitator travel and accommodation
- 10% of revenue to FDCW
- 16G books and cards for participants. It is recommended that a copy of the 16G: The Basics is included in the fee for the participants; it is **essential** that a pack of 16G cards is included.
- handouts for participants
- venue cost
- advertising
- refreshments (and lunch if provided)
- hire of equipment and translation costs (if needed)

10. What needs to be done in advance of the Level 1?

4+ months in advance

- contact a Level 1 facilitator, detailing any special requirements
- agree a date and a venue with the facilitator
- create a budget
- email key information (date, venue, contact details) to the facilitator so they can pass it to FDCW for websites and newsletters
- order 16G books and cards from FDCW or a local distributor

3+ months in advance

- set up travel and accommodation arrangements for the facilitator, and agree a timetable
- create a publicity strategy and materials
- publicise the workshop via website, mailings, notice boards, advertisements

2+ months in advance

- administer workshop bookings (the facilitator needs a list of the participants emails to send to FDCW afterwards)
- take care of practical arrangements such as equipment, lunch and refreshments
- prepare handouts for participants

D. ABOUT FDCW AND UECW

The Foundation for Developing Compassion and Wisdom (FDCW) is an international non-profit organization established in 2005 with the aim of creating and disseminating educational programmes and resources based on universal human values which enable positive, long-lasting, personal and social change. FDCW takes forward the vision of the late Lama Yeshe for Universal Education which enables people to develop to their full potential, addressing their totality as a human being.

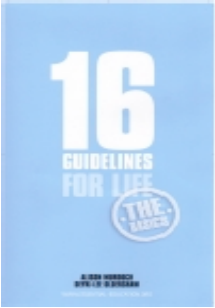



FDCW is dedicated to promoting Universal Education for Compassion and Wisdom (UECW) which is a secular approach to inner development that empowers people to lead a happy and meaningful life and to be of service to others. UECW is rooted in Buddhist philosophy and psychology and deeply influenced by contemporary science and the universal wisdom of the world's philosophical, spiritual and belief traditions.

FDCW aims to bring together science and spirituality in a contemporary experiential style suitable for people of all ages, beliefs and cultural traditions. The Dalai Lama is the Patron and Lama Zopa is the Honorary President. FDCW is affiliated to the Foundation for the Preservation of the Mahayana Tradition (FPMT).

At the suggestion of Lama Zopa Rinpoche the first UECW programme developed by FDCW was the 16 Guidelines for Life (16G). Since the launch in Sydney in 2006, the 16G have been adopted by thousands of people in over 20 countries, and catalysed a wide range of activities in education, youth work, health and social care, prisons, business leadership, family support, and community activism.

FDCW works closely with initiatives and programmes that share its outlook and methodology, such as 'Transformative Mindfulness Methods', 'Creating Compassionate Cultures' and 'The Potential Project'.

Some FDCW publications:

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|  | <p>16 Guidelines for Life: The Basics (16 Attitudes in Spanish) is our essential 16G 'user manual' and workbook with quotes, stories, challenges and reflections for each guideline together with an overview of each of the four Wisdom Themes.</p> <p>It is possible to order boxes of 30 books and cards in English or Spanish via the FDCW office at wholesale prices (plus postage).</p> <p>For bookshops that sell individual copies or for other languages such as Italian, German and French contact info@compassionandwisdom.org.</p> |
|  | <p>16 Guidelines cards are a study and practice aid designed for use in 'reframing' difficult situations and looking at them in a positive way through the lens of one of the Guidelines.</p> <p>It is possible to order boxes of 30 books and cards in English or Spanish via the FDCW office at wholesale prices (plus postage).</p> |
|  | <p>Ready Set Happy is our 16 Guidelines resource pack created by Denise Flora and her son for use by children, parents and teachers. 150 pages of games, scientific experiments, poems, songs and stories.</p> <p>Copies can be downloaded as PDF files from www.16guidelines.org.</p> |
|  | <p>Preparados, Listos is an illustrated paperback based on Ready Set Happy, translated and adapted for use by Spanish teachers and children.</p> <p>Published by Educacion Universal www.educacionuniversal.org and Ediciones Dharma dharma@edicionesdharma.com.</p> |