



# TIPS FOR FACILITATING FPA PUBS ZOOM DISCUSSION GROUPS



## 1 INTRODUCTIONS

Ensure everybody in the group is acquainted. Check in with one another. Sample conversation starters include: what was the last funny video you saw? What do you do to alleviate stress during the pandemic? What three words best describe you?



## 2 DISPLAY QUESTIONS

Download your monthly discussion questions, via the FPA website, and display them on a shared screen. If there are more than 12 people, utilize breakout rooms for small group discussion, having each group download the questions.



## 3 AROUND THE ROOM

If there are fewer than 12 people, go "around" the room having participants answer each question. Start with the first question, having each person answer it, then move on to the second question. If there is time, tackle all four questions.



## 4 UTILIZE BREAKOUT ROOMS

If there are more than 12 people, utilize breakout rooms. In the breakout rooms, follow the guidance in Step No. 3 above and go around the room.



## 5 ALLOW PEOPLE TO PASS

People may just want to listen to your take on the content in the month's publications. In that case, if allow them to pass when you go around the room.



## 6 COLLECT FEEDBACK

At the end of the discussion, ask your participants what they liked about the session or what they'd like to see incorporated next time. Utilize the feedback for your next discussion group!

Download your discussion questions each month at:

[www.financialplanningassociation.org/article/journal/fpa-publications-study-groups](http://www.financialplanningassociation.org/article/journal/fpa-publications-study-groups)