



## FACILITATION GUIDE FOR LEADING GROUPS

This guide will help you use the Meaningful Work Kit ([mwk.stanford.edu](http://mwk.stanford.edu)) with a group. The “Preparing for the Session” section covers what you need to consider in advance and the “During the Session” section guides you through a suggested lesson plan. This guide also includes a sample lesson plan for a 60-minute session.

These instructions are a good starting point, and as you lead some groups, you may find other ways to use the Meaningful Work Kit or lead the process.

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## PREPARING FOR THE SESSION

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### TIPS AND TOOLS

- **Timeframe**

This session can take anywhere from 45-90 minutes, depending on the group, discussion time, and optional activities. Refer to the sample lesson plan at the end of this guide to see a 60-minute session laid out.
- **Supplies**

It's helpful to have a timer and the ability to play music during the brief activities sections. If it's an in-person session, remind everyone to bring laptops or tablets. Phones can be too small to fully engage with the activities.
- **Technical Tip**

People sort and prioritize the cards at different speeds. For those who need more time, their information will save as long as they keep their browser window open.
- **Discussion Considerations**

If they choose to, participants can share their screen during pair and share activities. That said, it's helpful to emphasize that during partner discussions, participants may share only what they feel comfortable with. Some may be willing to share their results in addition to their reactions, but it may depend on who they are partnered with. Conversations related to values can be very personal for some people.
- **Shorter Time Frame**

If you only have 10-20 minutes, you can have your group do just one card sort category. On page 11, have them move their ranked top 5 cards from that category down to the Top 6 area. Then you can select which reflections or activities you want to use, for example the Met/Not Met activity on page 13. It can be helpful to explain that the assessment is set up to do all three card sort categories, so where it says Top 6 on some pages it will include just their top 5 cards, not 6.
- **Trying It Out**

Do the assessment yourself first, to become familiar with it. Once you complete it, in the final PDF, you'll have access to the Insights & Action Guide. You may find that some of the questions and activities in this resource make great additions to a workshop session.

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## DURING THE SESSION - Talking Points

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### SETTING THE SCENE FOR THE GROUP

#### ● Introduction

- Think about this question for a moment, “What makes you thrive?”
- This is what we’ll be focusing on today. You will get concrete about what is important to you and what motivates you.
- This activity kit provides an opportunity to examine your core values, what you are seeking in a work culture, and the skills you would like to be using.
- Each of you will be able to develop your own definition of meaningful work.

#### ● Context

- You might be wondering, “How will this exercise help me professionally?” Developing your career is a cycle of learning about yourself and what matters to you, learning about the world of work, and pursuing opportunities.
- This assessment fits in the first part of the process, by helping you know who you are and what matters to you. With that information, you are better equipped to evaluate and pursue opportunities.
- Your values can change over time, depending on the experiences and circumstances in your life. If you’ve done an activity like this before, great! Doing this again means you’ll get to see if anything has changed for you.

#### ● Outcomes/Expectations

- Identifying and clarifying this information (skills you prefer using, work culture preferences, your values) will help you make better career decisions.
- You’ll get core information about what you’re seeking in your career and what you want it to look like.
- This tool can be used to help make meaning of what you have accomplished and it gives you concrete ideas and language to better tell your story to others.
- At the end of the assessment you’ll be able to download a PDF of your results to keep.

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## DURING THE SESSION (CONTINUED)

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### STARTING THE CARD SORT

#### ● General Process

- First, go to <https://mwk.stanford.edu> and fill out the short Questionnaire.
- Review the content on page 2 “What Makes you Thrive?” and page 3 “The Basic Steps” (individually or as a group).
- I’ll walk you through the directions and let you know how much time we have for each section, so we’ll be able to follow the process together.

#### ● The First Sort: Skills



- ① On page 4, your Guiding Question is: *What skills would I like to be using most at work?* Sort the skills cards according to the level of enjoyment for you. Don’t worry about your skill level - it’s more about your enjoyment of using the skill.
- ② Move to page 5 to narrow down your High cards to your Top 5 and rank order them.

#### ● The Second Sort: Work Culture



- ① On page 6, your Guiding Question is: *What motivates me and helps me thrive in a work environment?* Sort the work culture cards according to the level of importance for you.
- ② Move to page 7 to narrow down your High cards to your Top 5 and rank order them.

#### ● The Third Sort: Core Values



- ① On page 8, your Guiding Question is: *What is integral to how I define my way of being and live my life?* Sort the core values cards according to the level of importance for you. Consider what is essential to you.
- ② Move to page 9 to narrow down your High cards to your Top 5 and rank order them.

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## DURING THE SESSION (CONTINUED)

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### ● Debriefing Your Top 15

- ① — Move to page 10 and review your Top 15 cards. Individually reflect on the questions and take notes.
- ② — Then pair up with the person next to you (or virtually pair up) and share your initial reactions to your Top 15 and thoughts about these three questions.
  - What do you notice?
  - Do you see any themes?
  - Anything surprising?

### ● Your Top 15 to Your Top 6

- — Move to page 11 to narrow down to your Top 6 and rank order them 1-6. Your Top 6 can be any combination of categories or colors.

### ● Your Top 6 Reflections

- — Move to page 12 to individually reflect and take some notes on your Top 6.

### ● Met/Not Met Activity

- — Move to page 13 and choose one current or future situation to measure your Top 6 against and follow the listed steps. Situations could include work, school, or a future opportunity you're considering such as graduate school, a job offer, or a possible move to another state/country. If you finish early, you can add additional situations.

### ● Definitions and Notes

- — Move to page 14 and take a moment to note how *you* are defining your Top 6 cards.

### ● Debriefing Your Top 6

- — Pair up with the person next to you (or virtually pair up) and share your initial reactions to your Top 6.
  - What do you notice?
  - Is anything surprising?
  - Share observations about the Met/Not Met activity on page 13.

### ● Large Group Wrap-Up

- ① — Is anyone willing to share an insight? (Or if virtual, enter insights into the chat box.)
- ② — Move to page 15 to download your results (PDF). Your results include the Insights & Action Guide for next steps on continuing to apply the assessment in your life (including ideas for evaluating situations and decisions, creating questions for informational interviews, preparing for job interviews, writing your own definition of Meaningful Work, and more).
- ③ — Fill out the Meaningful Work Kit brief evaluation linked on page 15.



## LESSON PLAN

This is a suggested plan for a 60-minute session. Depending on how much time you have, the duration of certain elements can be modified. You could do this entire activity in as little as 45 minutes. For instance, you could cut a few minutes from each card sort and the partner discussions. If you have more than 60 minutes, you could add more time for discussion and exercises from the Insights & Activities Guide.

| ACTIVITY   | DURATION   | WEBPAGE #                     |
|--|------------|-------------------------------|
| <b>Introduction:</b><br><ul style="list-style-type: none"> <li>Setting the Scene: Introduction, Context, Outcomes</li> </ul>   | 2 minutes  | N/A                           |
| <b>Starting the Card Sort:</b><br><ul style="list-style-type: none"> <li>Open the assessment website (mwk.stanford.edu)</li> <li>Fill out the questionnaire</li> <li>Review the general process</li> </ul>   | 3 minutes  | 1, 2, 3                       |
| <b>Skills:</b> What skills would I like to be using most at work?<br><ul style="list-style-type: none"> <li>Sort (3 minutes), then choose top 5 and rank order (3 minutes)</li> </ul>  | 6 minutes  | 4, 5                          |
| <b>Work Culture:</b> What motivates me and helps me thrive in a work environment?<br><ul style="list-style-type: none"> <li>Sort (3 minutes), then choose top 5 and rank order (3 minutes)</li> </ul>  | 6 minutes  | 6, 7                          |
| <b>Core Values:</b> What is integral to how I define my way of being and live my life?<br><ul style="list-style-type: none"> <li>Sort (3 minutes), then choose top 5 and rank order (3 minutes)</li> </ul>   | 6 minutes  | 8, 9                          |
| <b>Debriefing Your Top 15:</b><br><ul style="list-style-type: none"> <li>Reflect individually, take notes in text box (2 minutes)</li> <li>Debrief with a partner (10 minutes):                             <ol style="list-style-type: none"> <li>What do you notice?</li> <li>Do you see any themes?</li> <li>Is anything surprising?</li> </ol> </li> </ul> | 12 minutes | 10                            |
| <b>Your Top 15 to Your Top 6:</b><br><ul style="list-style-type: none"> <li>Narrow down, then rank order (3 minutes)</li> <li>Reflect individually, take notes in text boxes (2 minutes)</li> </ul>  | 5 minutes  | 11, 12                        |
| <b>Met/Somewhat/Not Met:</b><br><ul style="list-style-type: none"> <li>Do the activity. Is this area being met in this situation?</li> </ul>   | 4 minutes  | 13                            |
| <b>Definitions and Notes:</b><br><ul style="list-style-type: none"> <li>Define your Top 6</li> </ul>   | 3 minutes  | 14                            |
| <b>Top 6 Debrief with Partner:</b><br><ol style="list-style-type: none"> <li>What do you notice?</li> <li>Is anything surprising?</li> <li>Share your observations about the met/not met activity</li> </ol>   | 10 minutes | N/A                           |
| <b>Large Group Wrap-up:</b><br><ul style="list-style-type: none"> <li>Share insights</li> <li>Next steps and applying the assessment in your life</li> </ul>   | 3 minutes  | 15<br>Download<br>Results PDF |