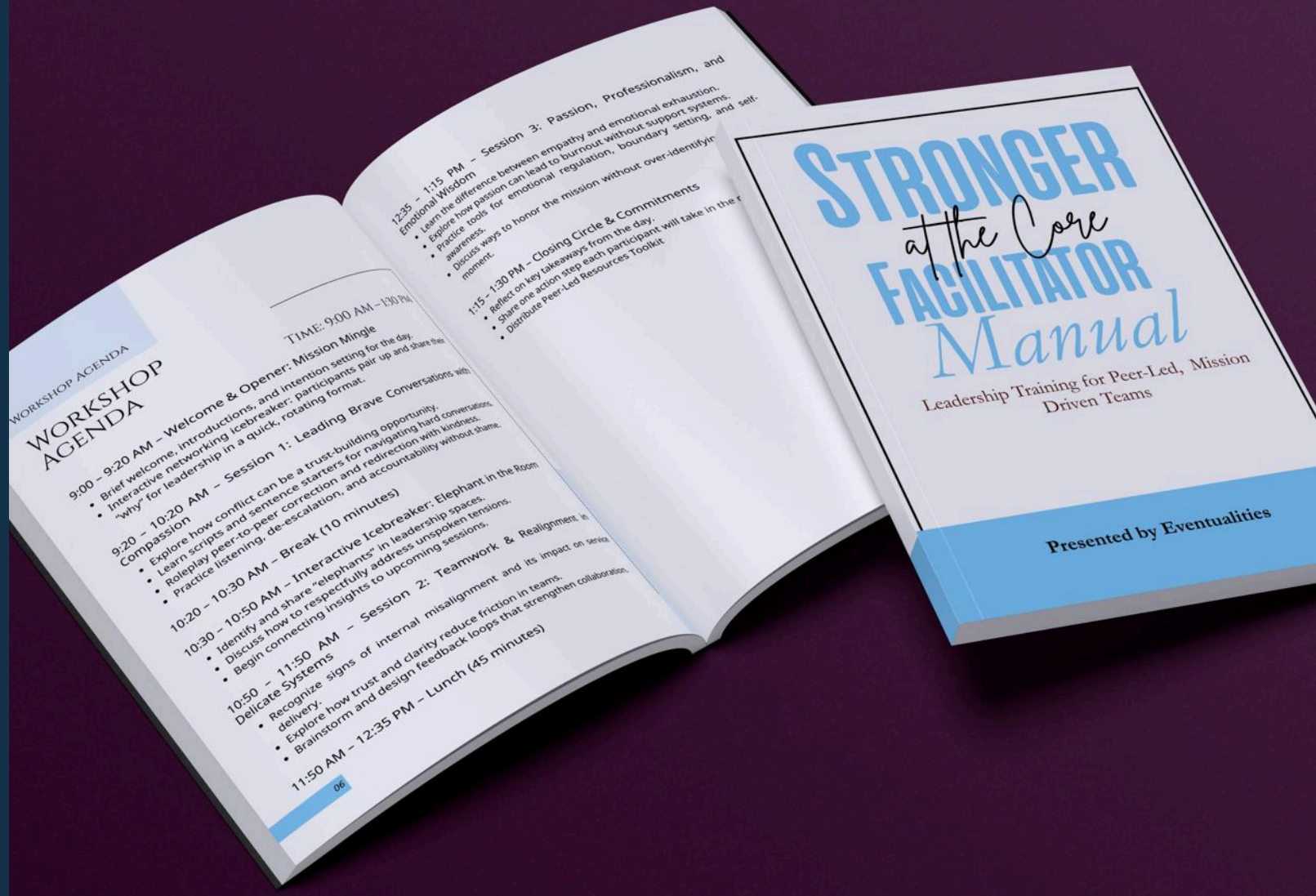
Stronger at the Core

Participant Workbook + Facilitator Manual

EVENTUALITIES · KIMBERLI A. GROSS

JOB	Workbook design · formatting
TRIM	8.5 × 11 in · 38 + 22 pages
FORMAT	Paperback
CONTENT	3 workshop sessions + toolkit
TOOLS	Canva



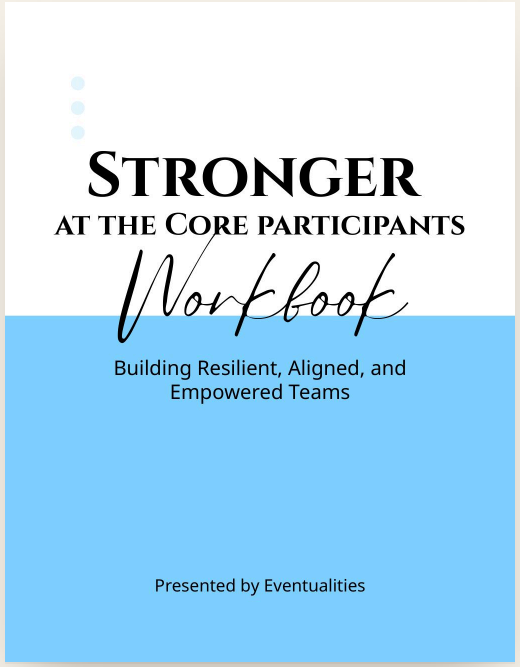
One workshop, two books: one for the room, one for the *person leading it.*

WHAT CAME IN

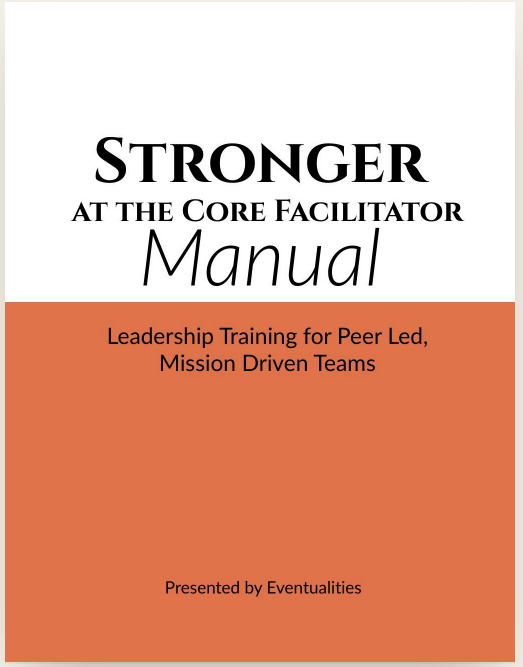
The raw content for a half-day leadership workshop: an agenda, three sessions, group activities, scenarios, reflection prompts and a facilitator script.

WHAT I DID

I researched training-workbook layouts, then designed and formatted both books in Canva as a matched pair. Blue for participants, orange for facilitators, on one shared system.

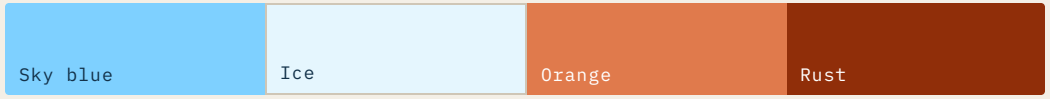


PARTICIPANT WORKBOOK



FACILITATOR MANUAL

TWO BOOKS, ONE FAMILY



INTERIOR TYPE

AA GG
Cinzel
Headings

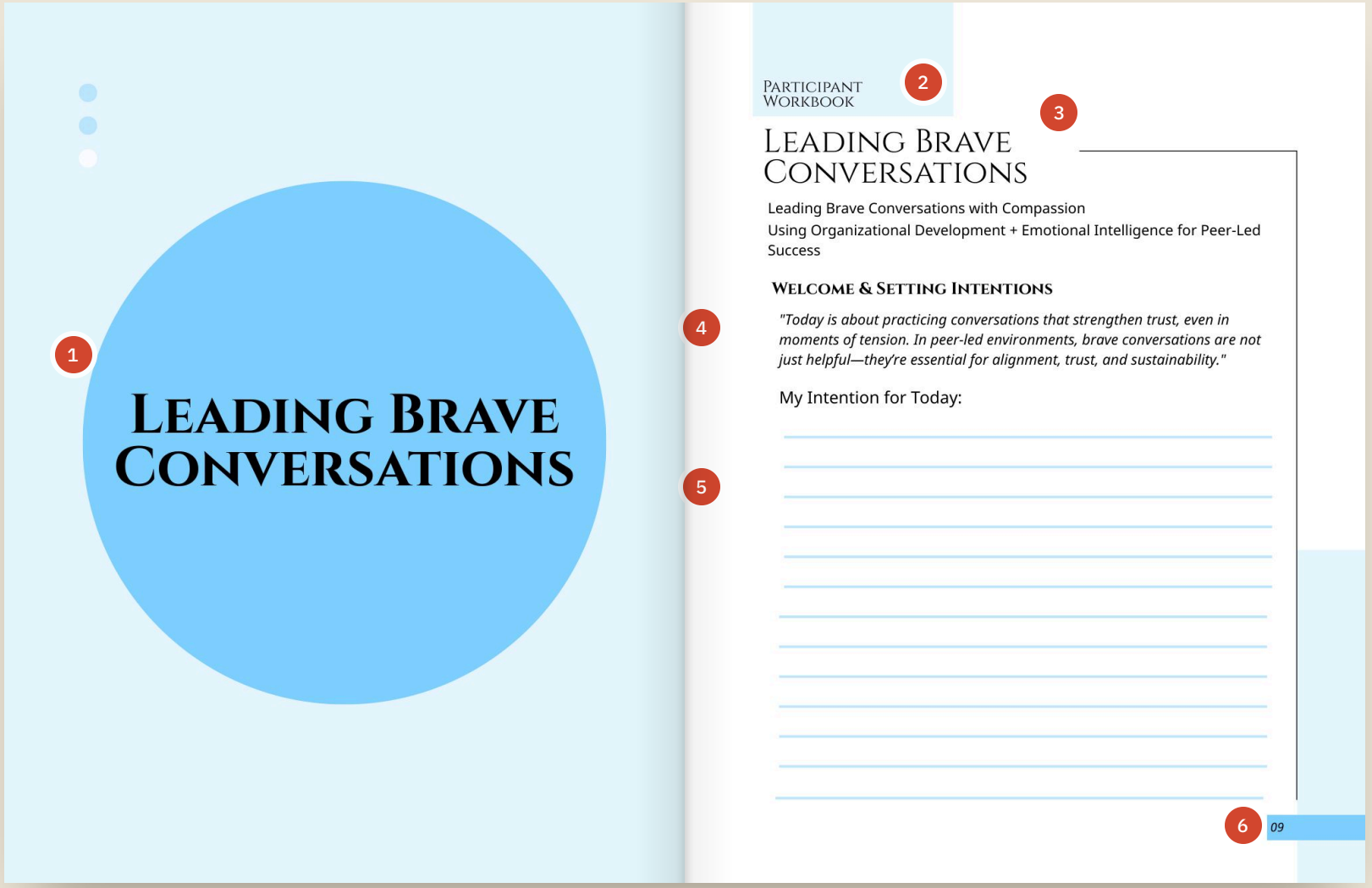
Aa Gg
Noto Sans
Body + prompts

Workbook
Script
Accents

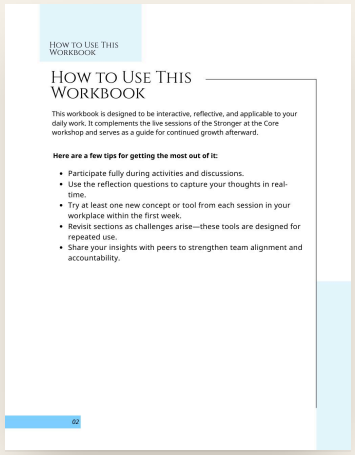
In the room, the facilitator says "turn to the BRAVE framework" and everyone finds the same page fast. The two books are built to work side by side.

Each session opens with a *clear signal* to the room.

1. **Circle divider**
   A full-bleed blue page marks each of the three sessions.
2. **Book label**
   "Participant Workbook" in small caps tops every opener.
3. **Cinzel title + rule**
   Classic caps with a thin rule, matching the dividers.
4. **Facilitator quote**
   In italics, so it reads as spoken to the room.
5. **Blue writing lines**
   Space to set an intention right away.
6. **Blue folio tab**
   Page numbers are easy to call out in a workshop.



Built for a live room: agenda, frameworks, activities.



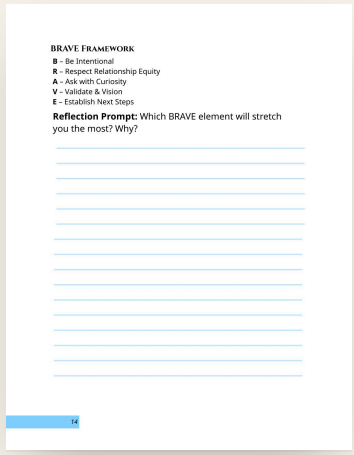
HOW TO USE

A short welcome page before the work starts.



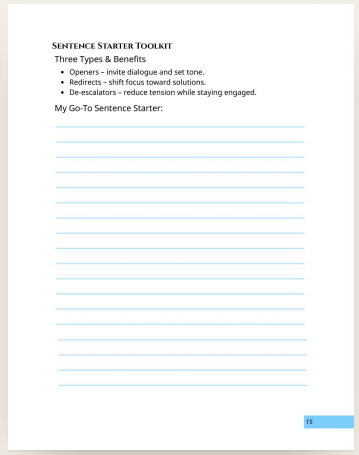
AGENDA

The half-day timed out, session by session.



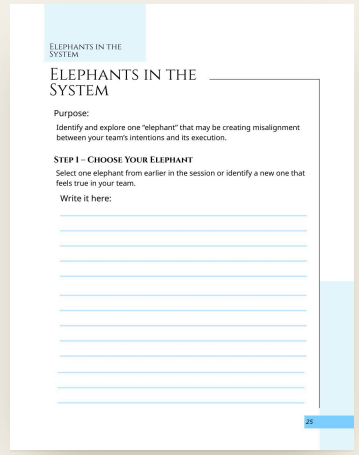
BRAVE FRAMEWORK

The model in one block, then a reflection prompt.



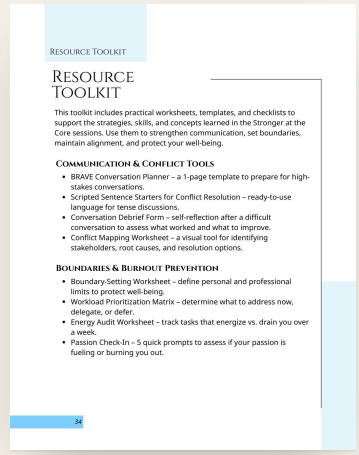
SENTENCE STARTERS

A toolkit page with space for your own lines.



ACTIVITY WORKSHEET

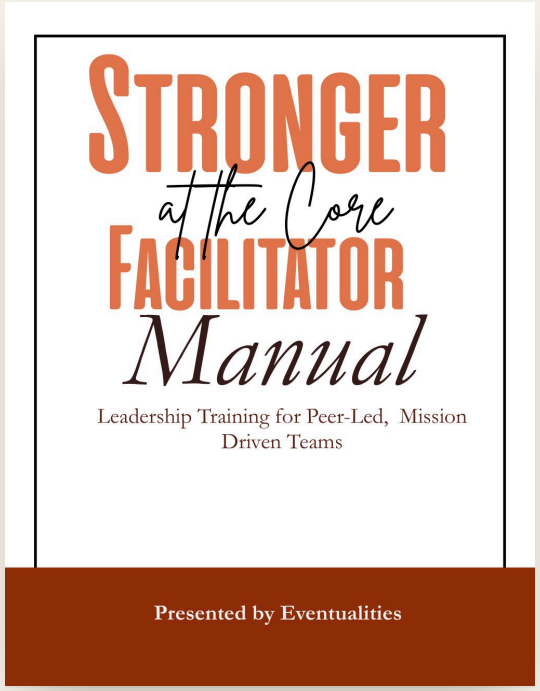
A two-column table for group work.



RESOURCE TOOLKIT

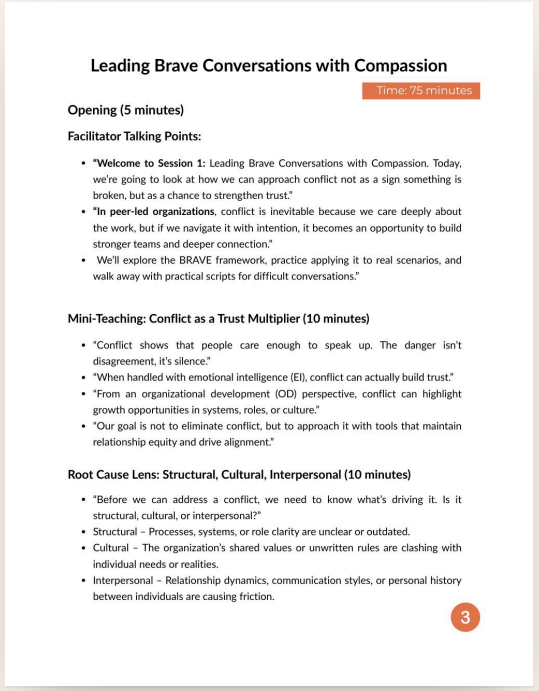
Tools gathered at the back for later use.

The same system in orange, with the *script* for the person running the day.



FRONT PAGE

Orange title, rust band. Unmistakably the leader's copy.



Leading Brave Conversations with Compassion

Time: 75 minutes

Opening (5 minutes)

Facilitator Talking Points:

- **"Welcome to Session 1:** Leading Brave Conversations with Compassion. Today, we're going to look at how we can approach conflict not as a sign something is broken, but as a chance to strengthen trust."
- **"In peer-led organizations**, conflict is inevitable because we care deeply about the work, but if we navigate it with intention, it becomes an opportunity to build stronger teams and deeper connection."
- We'll explore the BRAVE framework, practice applying it to real scenarios, and walk away with practical scripts for difficult conversations."

Mini-Teaching: Conflict as a Trust Multiplier (10 minutes)

- "Conflict shows that people care enough to speak up. The danger isn't disagreement, it's silence."
- "When handled with emotional intelligence (EI), conflict can actually build trust."
- "From an organizational development (OD) perspective, conflict can highlight growth opportunities in systems, roles, or culture."
- "Our goal is not to eliminate conflict, but to approach it with tools that maintain relationship equity and drive alignment."

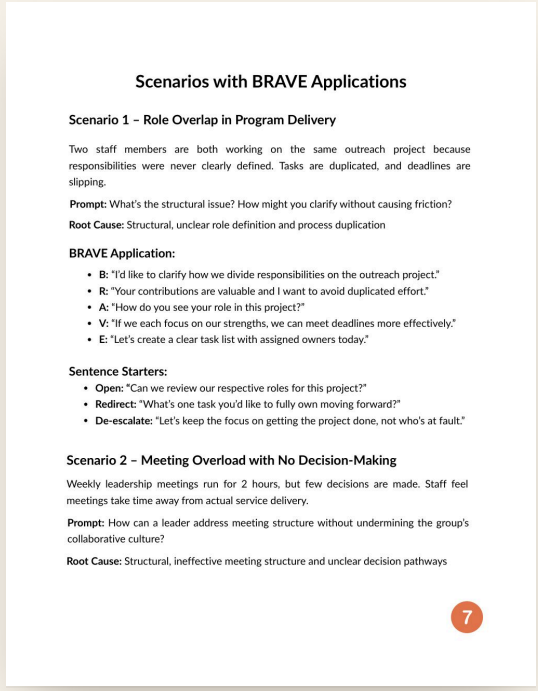
Root Cause Lens: Structural, Cultural, Interpersonal (10 minutes)

- "Before we can address a conflict, we need to know what's driving it. Is it structural, cultural, or interpersonal?"
- Structural – Processes, systems, or role clarity are unclear or outdated.
- Cultural – The organization's shared values or unwritten rules are clashing with individual needs or realities.
- Interpersonal – Relationship dynamics, communication styles, or personal history between individuals are causing friction.

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SESSION SCRIPT

Timing, talking points and facilitator dialogue.



Scenarios with BRAVE Applications

Scenario 1 – Role Overlap in Program Delivery

Two staff members are both working on the same outreach project because responsibilities were never clearly defined. Tasks are duplicated, and deadlines are slipping.

Prompt: What's the structural issue? How might you clarify without causing friction?

Root Cause: Structural, unclear role definition and process duplication

BRAVE Application:

- **B:** "I'd like to clarify how we divide responsibilities on the outreach project."
- **R:** "Your contributions are valuable and I want to avoid duplicated effort."
- **A:** "How do you see your role in this project?"
- **V:** "If we each focus on our strengths, we can meet deadlines more effectively."
- **E:** "Let's create a clear task list with assigned owners today."

Sentence Starters:

- **Open:** "Can we review our respective roles for this project?"
- **Redirect:** "What's one task you'd like to fully own moving forward?"
- **De-escalate:** "Let's keep the focus on getting the project done, not who's at fault."

Scenario 2 – Meeting Overload with No Decision-Making

Weekly leadership meetings run for 2 hours, but few decisions are made. Staff feel meetings take time away from actual service delivery.

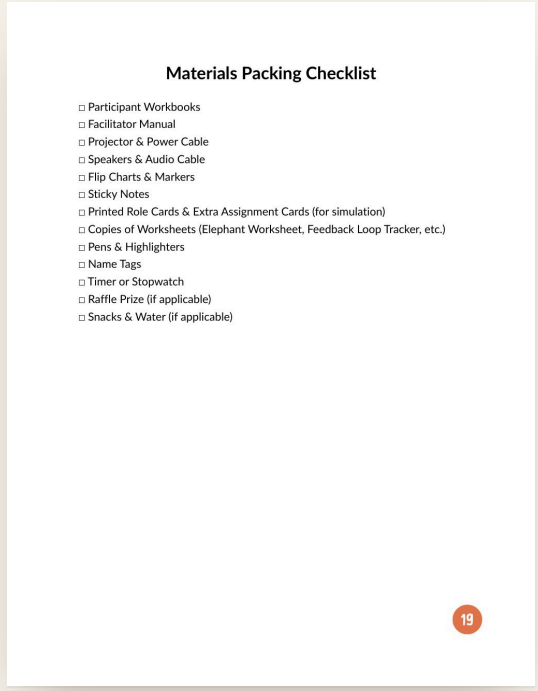
Prompt: How can a leader address meeting structure without undermining the group's collaborative culture?

Root Cause: Structural, ineffective meeting structure and unclear decision pathways

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SCENARIOS

Worked examples applying the BRAVE model.



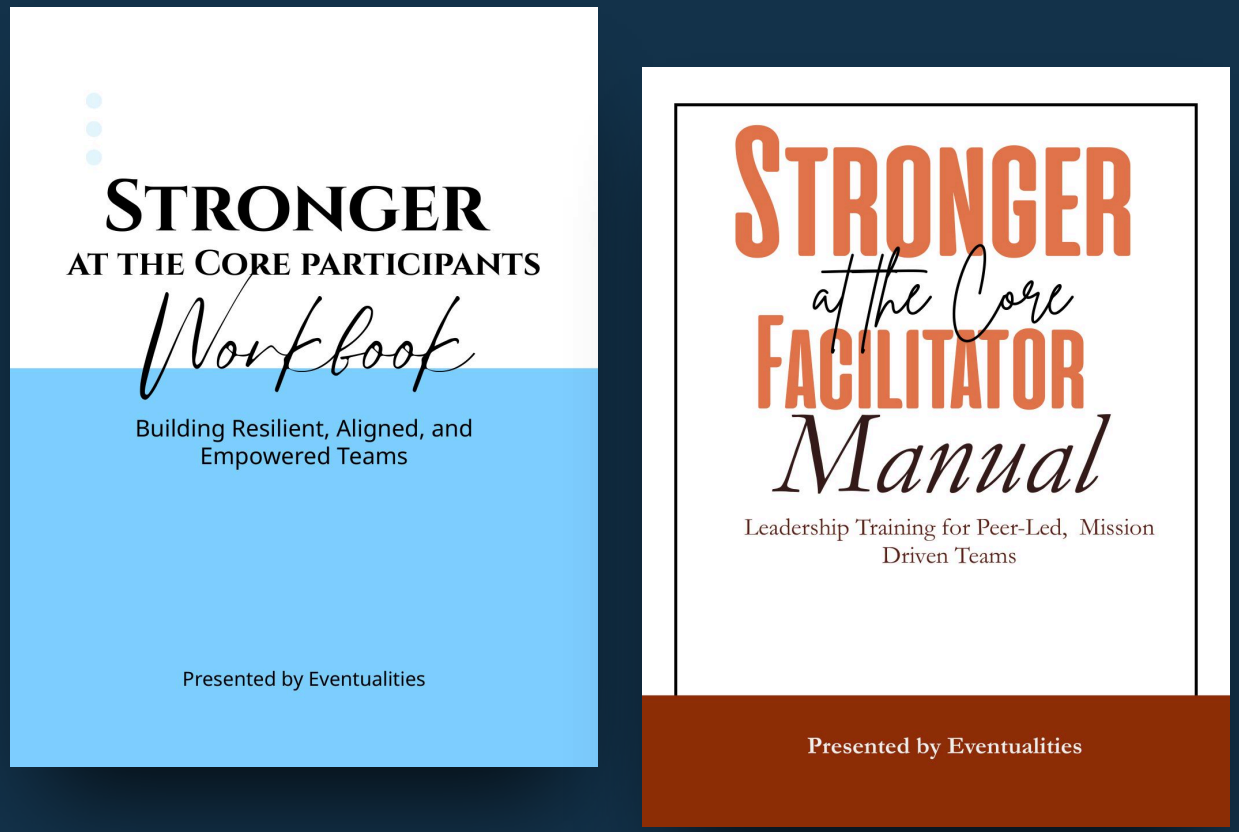
Materials Packing Checklist

- □ Participant Workbooks
- □ Facilitator Manual
- □ Projector & Power Cable
- □ Speakers & Audio Cable
- □ Flip Charts & Markers
- □ Sticky Notes
- □ Printed Role Cards & Extra Assignment Cards (for simulation)
- □ Copies of Worksheets (Elephant Worksheet, Feedback Loop Tracker, etc.)
- □ Pens & Highlighters
- □ Name Tags
- □ Timer or Stopwatch
- □ Raffle Prize (if applicable)
- □ Snacks & Water (if applicable)

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PACKING CHECKLIST

Every material the facilitator needs on the day.



A matched pair, ready to print for the workshop.

DELIVERABLE	USE
Participant workbook · 38 pages, 8.5 × 11	Paperback
Facilitator manual · 22 pages, 8.5 × 11	Paperback
Session dividers, worksheets, toolkit	Layout
Print-ready PDFs	Print
Editable Canva designs	Next workshop

Workshops get run again. Editable Canva files mean the client can change the date, the agenda or a scenario before the next group.

YOUR BOOK NEXT

Send me the manuscript. *I'll handle the rest.*

TO GET A QUOTE, MESSAGE ME WITH

01 Your word count

02 Genre and audience

03 Formats you want (ebook, paperback, hardcover)

04 Your target launch date