

# Your first week as a facilitator

Everything you need to do to lead your first Why Do You Create? workshop

- 1 Take the journey yourself* 20–40 min

Go to [whydoyoucreate.com](https://whydoyoucreate.com) and complete the full experience. You can't hold space for someone naming their deepest creative fear if you've never sat with that question yourself.
- 2 Request facilitator access* 5 min

Go to [whydoyoucreate.com/facilitate](https://whydoyoucreate.com/facilitate) and submit your request. Include your organization and why you want to lead workshops. You'll be set up with your own facilitator account.
- 3 Create your first room* 5 min

Once approved, log in to your facilitator dashboard. Create a room, give it a name, and get your join link. This is what participants will use to enter the experience.
- 4 Read the facilitator curriculum* 20 min

Your dashboard links to a comprehensive facilitation guide covering three session formats (assign & discuss, single session, checkpoints), discussion prompts, and how to read the room data.
- 5 Choose your format* 5 min

Assign & discuss (45–60 min): they do it before, you debrief. Single session (90–120 min): they do it in the room. Checkpoints (60–120 min): you pace them through it. Start with assign & discuss if unsure.
- 6 Send the pre-workshop email* 5 min

Use the email template from the brand materials folder. Include the room link, what to expect, and privacy assurance. Send at least 48 hours before if using assign & discuss format.
- 7 Run your first session* 60–120 min

Use the facilitator cheat sheet during the session. Open with acknowledgment, debrief with the prompts, use the room data for group patterns, close with forward momentum. Sweet spot: 10–25 people.

*Total setup time: about 1 hour. Then you're ready to lead workshops for any group.*