



## **INNER MATRIX GROUP FACILITATOR'S GUIDE**

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## Welcome

Congratulations on choosing to facilitate an Inner Matrix Group. Stepping into the role of group facilitator is the perfect way to share the teachings from *The Inner Matrix* with family, friends and colleagues. It is also an excellent way to deepen your own practice and understanding of the book's core principles while creating the space for others to transform their lives.

The vision and purpose for the Inner Matrix Group is to:

- Build connection and community
- Introduce others to the tools in *The Inner Matrix*
- Develop leadership and facilitation skills

### HOW TO USE THIS GUIDE

- Creating Your Vision
- Inviting Participants and Preparing Your Space
- Starting a Group
- Tools for Facilitation
- Reflection
- Inviting Participants to Ongoing CT Activities
- Weekly Structure and Guide



## Creating Your Vision

### BEGINNING AN INNER MATRIX GROUP

Your own participation and unique experiences are important elements in creating a successful Inner Matrix Group. Begin by reading the book, registering to become a facilitator at <http://theinnermatrix.com> and applying the practices in your own life. Facilitators who are open, authentic and transparent through the process find the experience extremely fulfilling.

#### Vision

Create your personal vision for the group and declare your intention. Your vision is your true north and will serve to guide the process and keep you focused.

#### Set Benchmarks

Set high focused benchmarks that you intend to fulfill with your group. Benchmarks are used to evaluate whether you are aligned to your vision, and they allow you to measure progress. Benchmarks are a gauge; they are not about passing or failing.

Some specific and measurable benchmarks that are encouraged are as follows:

1. How many people will I have in my group?
2. How many people must I invite to achieve the number of attendees I want to have?
3. How many people will complete the group?
4. I intend to facilitate each session with love and peace.

## Inviting Participants and Preparing Your Space

### Set a Meeting Schedule

Establish a start date, schedule and time for your group meetings. This is an important first step in creating your group.

### Choose the Location for Your Group

Select a welcoming location and a convenient day and time for you and your group. Hosting a group can take place in your home, or free public locations such as libraries, coffee shops, building community rooms and book stores. Another option is to have a member of your community host the group while you facilitate the sessions.

### Identify Potential Participants

Prepare a list of friends, family, coworkers and acquaintances you believe could benefit from *The Inner Matrix* and with whom you would like to forge deeper connections. It is recommended that first time facilitators limit participants to 8 people or less. Invite new people to your group! This creates a great opportunity to share this powerful experience and space of transformation.

### Extending Invitations and Registering Participants

- Success is defined by the number of people you ask, not the number who say yes.
- Take a moment and connect to your vision prior to inviting people.
- When you invite others, share the positive impact The Inner Matrix and the work of Conscious Transformation have had on you.
- Face-to-face invitations work best. If this is not possible, then email or text.

## Arrange an Informational Gathering (Optional)

The goal of an informational gathering is to:

- Answer questions
- Introduce facilitators and participants
- Open the invitation to more people
- Help with online registration
- Discuss the importance of meditation
- Connect as a strong community, share vision, open discussion

This is a time to establish the importance and power of holding space during the group meetings. An orientation allows for questions so when the group gets started, people are ready to work.

## Preparing the Space for Your Group

Setting the space is an important facet of facilitating an Inner Matrix Group. Connect with your vision before every session.

It is recommended to use a meeting space that best fits your vision. The environment and setting you create will impact participants' level of comfort and experience.

- Each week, arrive early to ensure the space is clean, inviting and a comfortable temperature.
- Avoid burning incense or fragrant candles as people may have sensitivities to chemicals and fragrances.
- Make sure your pets are not in the space as they can sometimes be a distraction.
- Offer a cup of tea or glass of water.
- Greet participants with warmth and joy as though they are the most important person in your life. You want your guests to feel safe and cared for.

## Play the Weekly Meditation at Your Gathering

All facilitators are strongly encouraged to use the recorded meditation from Joey Klein. Make certain to have a device to play the recorded meditation. To be consistent with *The Inner Matrix* and weekly format outlined below, it is important to avoid playing or guiding any other form of meditation or incorporating any other practices or teachings. This includes facilitators leading the meditation themselves.

## Keep the Schedule in Mind

The weekly guide outlines a suggested schedule for each session. Flexibility may be required so guests can truly share and connect. For example, if discussion goes over the allotted time, you can use some of the connection time for the discussion. Be sure to get the full meditation practice in each week, as it is critical to the experience of *The Inner Matrix*.

There is a set of questions available for each weekly session. It is recommended to have a couple of questions selected prior to each meeting. The facilitator may want to adjust the number of questions he/she uses based on the discussion taking place during the meeting.

## Starting a Group

Please register online at <http://theinnermatrix.com> or reach out to one of the following points of contact below before starting your group. We are prepared to support you throughout the entire process of facilitating an Inner Matrix Group.

### Holding Space for Facilitation

Holding space for the participants is a key aspect of facilitating. The facilitator's job isn't to give advice, fix or counsel members of the group. When space is held for people, they have their own process of discovery, healing and transformation by way of going through the material.

Your personal experiences shared authentically gives others permission to do the same. Leading by example is an optimal way to facilitate a group.

Share the ground rules outlined in week one of the weekly guide with your participants. In addition, hold appropriate boundaries for the group. Advise participants we are not here to counsel, fix or give advice. The Inner Matrix Group is designed to share experiences and explore the different practices outlined in the book.

### Set Intentions

- Before each session, set an intention.
- What do I intend for the group and myself to receive?
- What intention aligns me with my vision?

### Believing in Yourself and Others

- Believe in yourself and know you are doing well and positively contributing to other people's lives.
- Participants will believe in themselves more fully when you believe in them.
- Celebrate successes and enjoy your Inner Matrix Group!

REGION	CITY LEAD	CONTACT INFORMATION
Northeast – Pennsylvania	<b>Melissa Stock</b>	melstock39@gmail.com, 215-460-3760
Northeast – Washington, DC	<b>Austin DeVille</b>	ct@austindeville.com, 405-471-9343
Southeast – Nashville, TN	<b>Ben Dulaney</b>	faith_records@yahoo.com, 615-596-8220
Midwest – Kansas City, MO	<b>Sarah Breedlove</b>	franklinmethodkc@gmail.com, 816-726-4305
Southcentral – Austin, TX	<b>Jason Schwarz</b>	jschwarz108@gmail.com, 512-565-5516
Mountain – Vail, CO	<b>Laina Eskin</b>	lainaeskin@gmail.com, 970-281-9885
Mountain – Denver, CO	<b>Katy McQuaid</b>	Kmcquaid55@gmail.com, 720-287-4756
Northwest – Central Oregon	<b>Anastacia Armstrong</b>	anastacia.armstrong@conscioustransformation.com, 541-610-6221
Northwest – Portland, OR	<b>Sarah Retzer</b>	sarah.retzer@conscioustransformation.com, 503-929-4632
Southwest – Los Angeles, CA	<b>Leila Gonzalez</b>	leila@caltech.edu, 818-790-2261
International – Denmark	<b>Heidi Udengaard</b>	Heidialoe@hotmail.com, +4541576259
International – Switzerland	<b>Caroline-Anne Coulombe</b>	caroline.anne.coulombe@gmail.com, +41 79 1561966
Virtual	<b>Matt LaBosco</b>	matt.labosco@conscioustransformation.com, 626-372-0469

## Tools for Facilitation

### The Art of Facilitation

- Ask participants questions: How did the meditation go for you? How is your practice unfolding? How did the practices this week serve your relationships? Using open-ended questions (why, how, what, when) encourages people to open up and answer in a more fulsome way.
- Practice listening to participants and encourage them based on what you hear. Don't try to solve their problems or share about yourself. Encourage by way of saying something positive about what they said. People are inclined to share about themselves when they are in a safe place and they feel cared for.

### The Practice of Encouragement

- Encourage participants and yourself throughout the process.
- Words of encouragement increase retention and the desire to stay committed to the series.

### Personal Check-In Following Each Group Meeting

- What went well? What could have gone even better?
- Acknowledge your vision and benchmarks. How am I moving toward my vision for the group? How am I moving away from my vision?
- Be grateful to yourself and the opportunity to serve others. Be grateful for the life you are living.
- Celebrate what you are doing well while building lasting relationships.

Note: Contact your City Lead at any time if you need guidance or have any questions.

### Building Rapport and Deepening Your Relationships

- Acknowledge why you care about the participants in your group. Make a practice of acknowledging that your participants have great value. Simply caring goes a long way.

### Keys to Facilitating a Virtual Group

- Good internet connection is imperative.
- Use Zoom or a similar video interface when holding the meetings.
- Use of a headset for the facilitator and all participants is strongly suggested to prevent sound feedback. The microphone can be integrated into the headset or on the computer itself.
- Schedule a time to test out the connection to the video conference with participants beforehand.
- Consider your environment including that which is seen in the background by the camera.
- Maximum participation is 30 people.
- Treat the meetings like you are in the room with the participants.
- Adhere to the IMG Facilitator's Guide principals.

## Reflection - Upon Completion of Your Group

### Vision

- In what ways was your vision fulfilled?
- In what ways did it serve you and others?
- Will you choose to do another group?

### Leadership

- What is one place you are committed to grow as a leader?
- What were your strengths and your weaknesses as you facilitated the group?
- What could your career, relationships and the impact on humanity become if you continue to develop yourself as a leader?

### Celebrate Fulfillment of Your Intention

If you fulfilled leading a group, celebrate this. Examples include hosting a potluck dinner, arranging a meal at a local restaurant or an informal gathering at your home. It is important to celebrate the fulfillment of your intention. The only time you truly fail is if you quit.

## Inviting Participants to Ongoing Activities

Speak of the benefits you've experienced from reading *The Inner Matrix* and continued use of the tools and practices described in the book.

Consider hosting a follow-up event a few weeks after your Inner Matrix Group ends, such as a potluck, hike or house party. Invite your attendees to bring people that may be interested in the next group.

### Additional Suggestions

#### Session 1:

Share your own experience of transformation and what it has meant for you. Inform participants the Inner Matrix Group is part of a larger community.

#### Session 3:

Invite your group to join you at a local free community event. Participants often begin to develop a deeper sense of connection and greater sense of community when they engage in activities outside of the Inner Matrix Group format. Share your own personal experiences in this regard.

#### Session 5:

Participants will often ask, "what do I do when the Inner Matrix Group is over?" This provides an opportunity to share information on things you have done to continue with the practices.

## 5-Week Inner Matrix Group

### WEEK 1: FOCUSING THE MIND

MINUTES	ACTIVITY	
0-5	Welcome and Conscious Transformation Introduction	<b>Material for the Week:</b> <ul style="list-style-type: none"> <li>● Reading: Introduction and Chapters 1-3</li> <li>● Meditation: Week 1 - Mindfulness</li> </ul>
5-20	Define the Group Experience & Introductions	
20-60	Discussion Questions	
60-80	Meditation Chapter 3 - Mindfulness	
80-85	Share Experiences of the Meditation	
85-90	Action Plan for the Coming Week	
<b>Facilitator Tip:</b> Share your own experience of transformation and what it has meant for you. Inform participants the Inner Matrix Group is part of a larger community.		

#### Welcome and Conscious Transformation Introduction

Joey Klein teaches people to consciously transform their lives using techniques he developed fusing cutting-edge neuroscience with ancient practices from the world's wisdom traditions. Klein leads transformational workshops around the country and supports a growing global community of people committed to strengthening their minds, emotions and bodies, deepening their connection to spirit. He is the author of the groundbreaking book *The Inner Matrix*.

The purpose of The Inner Matrix Group is to expand awareness of a person's powerful and unconscious drivers and to provide simple practices to support internal development. The practices focus on transcending mental, emotional and physical patterns that are causing you to suffer or are limiting your success. These tools provide support for creating new ways of being, allowing you to step into fulfilling experiences and a new vision for life.

#### Define the Group Experience and Individual Introductions

Once you have welcomed everyone and made them comfortable, you are ready to start. Begin by introducing yourself, and how the book has transformed your life. Follow this with presenting the guidelines and how the group will be conducted.

- Emphasize that the primary goal of the group is to create an environment where it is possible to share on a deep level and form meaningful connections with each other. As such there should be no solicitation of business or dating in this group.
- In order to facilitate an intimate group, it is critical that everyone does their best to hold an attitude of non-judgment so all participants feel safe to authentically share their inner experiences.
- Absolute confidentiality is essential. In other words, what happens in group stays in group.
- No gossiping.
- No advice. We are all here to listen. We are not doctors, psychologists, nutritionists, lawyers or spiritual advisors and if some of us do fall into these categories, the Inner Matrix group is not a time to offer any training or expertise we might have.
- People may become emotional. If someone is in that experience, we hold a supportive space for that person while allowing them to fully express their feelings. This includes not touching or hugging the person who is emotional. Offering them a tissue is acceptable.
- Everyone has an opportunity to be heard. We have an agenda for each meeting to insure there is enough time for everyone to share and to allow time for the meditation.
- Encourage participants to speak in terms of "I" when they share and focus their response to the question in a direct way. This allows time for others to reflect and share what comes up for them.

- Advise participants they will be given a daily 20-minute meditation exercise which is essential to receiving the full benefits of the program. Science is clear that consistency of at least 6-8 weeks impacts the brain in profound ways.
- Make certain everyone is registered online.
- Encourage participants to let you know in advance if they are unable to make one of the group sessions.
- To start the discussion, have participants introduce themselves. Invite participants to set an intention they would like to fulfill for themselves at the beginning of the group. Setting an intention will support participants to focus on the outcome they would like to create.

### Recommended Questions for Chapters 1-3:

Facilitators may select just a few questions from the list for this session.

1. If you could transform one area of your life, what would it be?
2. Spend a few moments to identify an intention you would like to fulfill during this series.
3. What are the primary thought patterns you are aware of as you go through your day?
4. Describe what you know or intuitively know about what was going on in your mother's life when you were in her womb.
5. Describe an event in your life that is more intense than the original experience because you repeated it over and over in your mind.
6. Describe a choice you made in life that alleviated short-term discomfort without considering the longer term implications of the decision.
7. Who was a primary influence in your life when you were growing up? What thoughts, beliefs and core concepts did this person carry that you embody today?
8. What beliefs and core concepts do you unconsciously carry that you would be willing to release in order to align with a state of divine love.
9. Gandhi said, "A man is but a product of his thoughts. What he thinks, he becomes." Describe an area of your life where you are a product of your thoughts.

### Sharing the Meditation Experience

Ask everyone to briefly share about their experience of the meditation, moving around the room from one person to the next.

### Daily Action Plan

- Use the Week One meditation, Focusing the Mind, provided on TheInnerMatrix.Com website.
- Daily Check-in: As you check in with your thoughts every hour or two this week, ask yourself whether you are aligned with love or fear in the moment.
- Journaling Exercise: Explore the origin of the patterns you are becoming more and more aware of in your mind, emotion and physical body
- Read through the end of **Chapter 5** for next week.

## WEEK 2: SHIFTING EMOTIONS

MINUTES	ACTIVITY	
0-5	Welcome and session agenda	<b>Material for the Week:</b> <ul style="list-style-type: none"> <li>• Reading: Chapters 4 and 5</li> <li>• Meditation: Week Two, Shifting Emotions</li> </ul>
5-15	Share about the last week’s meditation and checking in	
15-50	Discussion questions	
50-70	Meditation: Chapter 5, Shifting Emotion	
70-75	Share regarding the meditation	
75-80	Give action plan for next week	
80-90	Tea and connection time	

### Recommended Questions for Chapters 4 and 5:

Facilitators may select just a few questions from the list for this session.

1. Describe the primary emotional patterns in your life, and what circumstances or places in your life are they most active.
2. Describe a time when you were in a situation with another person and the two of you had completely different experiences.
3. Tell us about an area in your life where the emotional patterns of those around you had an impact on your daily life.
4. Can you identify a situation where you experienced a “fight or flight” reaction and your life was not actually threatened? Please describe it.
5. How would you describe the messages you were given about expressing emotions as a child growing up?
6. If you could change one emotional pattern in your life, what would it be and why?
7. How would cultivating the emotions of love impact your daily life?
8. What were some of the highlights and significant concepts you found in Chapters 4 and 5?

### Sharing the Meditation Experience

Ask everyone to briefly share about their experience of the meditation, moving around the room from one person to the next.

### Daily Action Plan

- Use the Week Two Meditation, Shifting Emotions.
- Daily Check-in: Acknowledge your emotional state and use your breath to shift it to a higher pattern.
- Journaling Exercise: Reflect on how the emotional pattern you have committed to changing has impacted your life in the past and the impact that shifting to a higher emotional state would have on yourself and others.
- Read through the end of **Chapter 7** for next week.

## WEEK 3: CONNECTING WITH THE PHYSICAL BODY

0-5	WELCOME AND SESSION AGENDA	
5-15	Share about the last week's meditation and checking in	<b>Material for the Week:</b> <ul style="list-style-type: none"> <li>• Reading: Chapters 6 and 7</li> <li>• Meditation: Week Three, Creating a Vision for the Body</li> </ul>
15-50	Discussion questions	
50-70	Meditation: Chapter 7, Creating a Vision for the Body	
70-75	Share regarding the meditation	
75-80	Give action plan for next week	
80-90	Tea and connection time	

**Facilitator Tip:** Invite your group to join you at a local free community event. Participants often begin to develop a deeper sense of connection and greater sense of community when they engage in activities outside of the Inner Matrix Group format. Share your own personal experiences in this regard.

### Recommended Questions for Chapters 6 and 7:

Facilitators may select just a few questions from the list for this session.

1. What are some of the physical sensations you are aware of in your body and describe what you think the body is trying to communicate to you?
2. Describe a time when you stuffed down your emotions (or used numbing, avoiding, projections or blaming) and describe the impact of handling your emotions this way.
3. Do you agree that stress and illness are connected? If so, give us an example of a time you became ill as a result of stress.
4. If you could change one thing about your nutrition habits, what would that be?
5. What are you most grateful for with your mind, emotions and body?
6. What areas of Chapters 6 and 7 were meaningful to you or provided you with an "ah-ha" moment?

### Sharing the Meditation Experience:

Ask everyone to briefly share about their experience of the meditation, moving around the room from one person to the next.

### Daily Action Plan

- Use the Week Three Meditation, Connecting with the Physical Body.
- Daily Check-in: Acknowledge the sensations in your physical body and their tie to mental and emotional patterns.
- Journaling Exercise: Record your awareness of the connection between mental and emotional patterns and how your physical embodiment impacts your mental and emotional state as well.
- Read through the end of **Chapter 9** for next week.

## WEEK 4: CREATING YOUR VISION FOR LIFE

0-5	WELCOME AND SESSION AGENDA	
5-15	Share about the last week's meditation and checking in	<b>Material for the Week:</b> <ul style="list-style-type: none"> <li>• Reading: Chapters 8 and 9</li> <li>• Meditation: Week Four, Creating a Vision for Your Life</li> </ul>
15-50	Discussion questions	
50-70	Meditation: Chapter 9, Create a Vision for Your Life	
70-75	Share regarding the meditation	
75-80	Give action plan for next week	
80-90	Tea and connection time	
<b>Note:</b> This meditation is called Transcending the Thoughts Emotions and Physical Body in the book.		

### Recommended Suggested Questions for Chapters 8 and 9:

Facilitators may select just a few questions from the list for this session.

1. Describe a time when you had a profound knowing that you couldn't explain.
2. Which relationships in your life are the strongest mirrors for you?
3. Based on the law of resonance, what are some emotional states you would like to cultivate for yourself?
4. If you could do anything with absolutely no restrictions from money time, or ability, what would you create?
5. What actions can you take now to experience more connection to spirit or unconditional love in your everyday life?
6. What were some of the highlights and significant concepts you found in Chapters 8 and 9?

### Sharing the Meditation Experience

Ask everyone to briefly share about their experience of the meditation, moving around the room from one person to the next.

### Daily Action Plan

- Use the Week Four Meditation, Creating Your Vision for Life.
- Daily Check-in: As you check in this week, examine whether your thoughts, emotions, and physicality are aligned with the vision you have for your life.
- Journaling Exercise: Take time to really get inside of your vision and actually see yourself living that vision.
- Note, there is no reading for this week.

## WEEK 5: WHAT'S NEXT AND CONNECT

0-5	WELCOME AND SESSION AGENDA
5-15	Share about the last week's meditation and checking in
15-30	Discussion questions
30-End	Social and connect time

**Facilitator Tip:** Participants will often ask you “what do I do when the Inner Matrix Group is over?” This provides an opportunity to share information on things you have done to continue with the practices.

### Suggested Questions for Wrap Up:

Facilitators may select just a few questions from the list for this session.

1. What do you choose as your life's contribution to this world?
2. How has this experience of reflecting on your inner matrix impacted your life?
3. Thinking back to the beginning of the group, how are you better able to focus your thoughts?
4. How have your relationships been impacted?
5. Where in your life do you have a greater sense of peace?
6. How do you plan to continue on your path of transformation?
7. Discuss possibilities for continuing the path of transformation and supporting each other.

## ABOUT THE AUTHOR

Joey Klein is an internationally known personal development expert, martial arts champion, and author of the book, *The Inner Matrix: A Guide to Transforming Your Life and Awakening Your Spirit*. He travels the world teaching his technique of Conscious Transformation to support people in living healthy, happy, fulfilling lives.

Joey is a three-time world champion martial artist. His goal though was never to compete, but to master the mind-body-spirit connection intrinsic to the practice. Now, he brings these teachings, along with the culmination of his extensive study of Eastern and Western philosophy, to the public. His workshops and seminars teach people of all walks of life to live more fully and happily as masters of their mental and emotional realities. Joey teaches seminars internationally, over 40 programs a year for over a decade, serving thousands of individuals on an accelerated path of transformation.

Joey's writings, teachings and interviews have been published in 14 countries. Today, he serves a growing community of conscious and engaged people across the globe.

