



TELEMACHUS

LIFE VISION WORKSHOP

HOST MANUAL 2015

Thank you for your willingness to host a **Life Vision Workshop**. This booklet provides a checklist and templates to help you with that process. If you have any questions, please do not hesitate to contact Laurel Meath at laurel@telemachusnetwork.org.

CHECKLIST

TIMELINE

- ENLIST CO-HOSTS** (optional)
- CREATE A LIST OF ATTENDEES**
- SECURE A VENUE** SPACE SUITABLE FOR ANTICIPATED GROUP SIZE (25 – 50 works well)

CHAIRS (tables not important) PROJECTOR, SCREEN, CONNECTORS 2 MUSIC STANDS (instead of podiums) &

WATER FOR RICK & JILL

- EMAIL INVITATIONS** (template below)
- CREATE EVENT ON TELEMACHUS FACEBOOK PAGE**
- PREPARE MATERIALS** NAME TAGS, PENS

SIGNS (if applicable) HANDOUT OF SLIDES

The 20 page file will be emailed to you shortly before workshop. Single sided copies will need to be made for each participant.

- SECURE A PHOTOGRAPHER** Typically someone in the group who is willing to shoot several angles while the workshop is in session.
- ARRANGE FOR FOOD** Snacks, coffee & water are fine. Nothing complicated.
- COLLECT RSVPS AND TRACK RESPONSES** Please keep Rick & Laurel updated.
- SEND CONFIRMATION EMAILS TO THOSE REGISTERED** (template below) Please include article attached to read in advance.
- EMAIL FINAL ATTENDEE LIST WITH CONTACT DETAILS TO LAUREL** Please note which attendees should be invited to the Annual Gathering.

- SEND FOLLOW-UP EMAIL** (template below) Please include link to feedback survey.

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TEMPLATES

1. INVITATION

It is your choice whether to email an invitation directly to participants, or create an electronic invitation using a service such as Paperless Post. Whichever you choose, the invitation should include the following:

- GENERAL INFO**
- EVENT DETAILS**

1. DATE

TEXT:

2. START AND END TIMES

3. REGISTRATION DEADLINE

4. LOCATION

MAP/PARKING INFO

5. CONTACT

6. WORKSHOP DETAILS:

This workshop is designed to support and encourage participants as they reflect on the challenges of life – career, relationships, marriage, family, faith – and to outline a strategic framework that will facilitate the kind of thought-provoking self-examination that is critical to achieving clarity of purpose and direction. Interactive teaching is balanced with small group

sessions centered around topics like:

TEXT:

- Developing a roadmap for long term success
- Exploring personal giftedness and passions
- Identifying a personal board of directors
- Managing internal time bombs
- Balancing the demands of marriage, family and work
- Discovering the secrets to regeneration

7. LEADER BIOS:

Rick Woolworth is a graduate of Dartmouth College and Stanford Business School and a 35-year veteran of Wall Street, having spent the bulk of his career at Morgan Stanley. He currently dedicates his time to Telemachus, a non-profit he founded that focuses on mentoring emerging leaders in the US. Rick is married to Jill, a marriage and family therapist, and is the father of three daughters. He resides in Greenwich, CT and is a passionate golfer who is still working on his first hole-in-one.

Jill Woolworth is married to Rick, the mother of three daughters and a proud grandmother. She resides in Greenwich, CT and has been a commercial banker, an a cappella singer, a full-time mother, a Bible study leader, and a French tutor. She co-founded Women of Vision Fairfield County and has been a marriage & family therapist for a decade. She attended Dartmouth College, Stanford University and Fairfield University. She enjoys reading and sports, but is not as keen a golfer as her husband.

RSVP PROCEDURE You may choose to take RSVPs via email or enlist an RSVP specific service. If you send out electronic invitations, RSVPs will be included.

WHERE TO GO FOR MORE INFO ABOUT

TELEMACHUS Website: telemachusnetwork.org, Facebook page:

facebook.com/groups/telemachus

(INVITATION CONT.) Here is a sample of a previous invitation that went out via Paperless Post:

If you send an electronic invitation, you'll need a cover email. Here is a recent example using Eventbrite:

TEXT:

Dear Friends,

Please join us on (DATE) as we host friends Rick and Jill Woolworth for a Life Vision Workshop. This will be a time for us to focus on finding clarity of purpose in our lives through reflection and strategic thinking.

It is rare that (NAME) and I get a moment of time to ourselves where we aren't discussing schedules, kids, budgets or the like. But when we do, and we can step back from the daily chaos to think about the future, we often realize how easy it is for life to just happen to us.

This short (3.5 hour) workshop will be a time for us to escape the tyranny of the urgent and think about the future together. This is not about a life vision for bigger, better, newer, more. This is about finding clarity of purpose so we can steward well the time, energy, and money God has given us.

If you're interested in joining us, you can [go here](#) for more information and to sign up. Please don't hesitate to contact us with any questions.

We hope you can make it.

Best, (NAME)

NOTE: If you need the Telemachus logo, it is on our Flickr page at <https://www.flickr.com>. User: telemachusphotos Password: Telemachus1

Please join us for a

Telemachus

Life Vision Workshop

Saturday, January 10th

8:30am-12:00pm

Atlanta Athletic Club

Merion Room

Hosted by the
Hanelines, Colemans & Zeisings

RSVP by January 5th

Registration at Door - \$15 per Person

Light Breakfast will be Served

This workshop is designed to support and encourage participants as they reflect on the challenges of life – career, relationships, marriage, family, faith – and to outline a strategic framework that will facilitate the kind of thought-provoking self-examination that is critical in achieving clarity of purpose and direction.

Interactive teaching is balanced with small group sessions centered around topics such as:

- Balancing the demands of marriage, family, and work
- Developing a roadmap for long term success
- Exploring personal giftedness and passions
- Identifying a personal board of directors
- Managing internal time bombs
- Discovering the secrets to regeneration

You have been specifically invited because of the value you can add to these conversations. We would love for you to come, take a break from the busyness of life, and reflect on the vision that lies in front of you.

Childcare is available

Workshop Facilitators:

Rick Woolworth is a graduate of Dartmouth and Stanford Business School and a 35 year veteran of Wall Street, having spent the bulk of his career at Morgan Stanley. He currently dedicates his time to Telemachus, a non-profit he founded that focuses on mentoring emerging leaders in the U.S. Rick is married to Jill, a marriage and family therapist, and is the father of three daughters. He resides in Greenwich, CT and is a passionate golfer who is still working on his first hole in one.

Jill Woolworth is married to Rick, the mother of three daughters and a proud grandmother. She resides in Greenwich, CT and has been a commercial banker, an a cappella singer, a full-time mother, a Bible study leader and a French tutor. She co-founded Women of Vision Fairfield County and has been a Marriage & Family Therapist for a decade. She attended Dartmouth College, Stanford University and Fairfield University. She enjoys reading and sports, but is not as keen a golfer as her husband.

If you have any questions, please email Erin Haneline at erin.haneline@gmail.com

For more information about Telemachus go to www.TelemachusNetwork.org

2. CONFIRMATION EMAIL (for those who have registered)

TEXT:

Dear Friends,

You are confirmed to attend the **Life Vision Workshop** this (DATE) from (START TIME) to (END TIME) at (LOCATION.)

Rick & Jill Woolworth will lead the gathering and you will be one of (NUMBER) attendees. The attire is casual and a suggested donation of \$20 per person is requested to cover the cost of snacks and materials.

(You are also welcome to join us afterwards for (MEAL) at (LOCATION.))

To make our time on (DAY) more productive, Rick has asked that you read the attached article titled *How Will You Measure Your Life* by Harvard Business School professor Clay Christensen. It's an excellent thought-provoking read! (It's also available online at <https://hbr.org/2010/07/how-will-you-measure-your-life/ar/1>.)

(HELPFUL TRANSPORT OR PARKING DETAILS) If you have any questions in advance, please call or email (NAME, CONTACT DETAILS.)

Looking forward to seeing you on (DAY)! (NAME, TEL NO.)

3. FOLLOW-UP EMAIL (with feedback survey link) **TEXT:**

Dear Friends,

We are thankful for your participation this past (DAY) in the **Life Vision Workshop**. Please take a moment to share your feedback by completing a brief survey at <http://survey.constantcontact.com/survey/a07e6w3wt1yhbr44lqb/a013ii3t4h7i4/questions>.

Check out <http://www.telemachusnetwork.org> if you want to learn more about Telemachus.

We hope our time together was an inspiration and a catalyst in encouraging you to strive for life goals that fit your unique gifts and interests, strengthened by friends and mentors who are committed to helping you live a flourishing life.

Wishing you all the best, (NAME)

FAQs

Q: What is the format for the day?

A: Rick and Jill will lead the group through a series of topics where each participant writes down answers to the questions posed. They will also share insights from their own lives, and provide their answers to questions on the screen. Twice during the session participants will break into groups of four to share answers on selected topics.

Q: What is the desired age range for attendees?

A: We generally target ages 26 to 40, but it is certainly fine if there are some who are in their early 40s. We also prefer to have some senior men and women (singles and couples) participate and be in the small groups. As in all Telemachus events, we try to have two generations present who are wrestling with important topics and questions, with the hope that relationships will form and continue after the workshop.

Q: Is it important that attendees have a Christian faith?

A: We have done all types of audiences from purely secular, such as at the Stanford and Yale Business Schools, to purely faith-based audiences, as well as mixed groups. We pose the same questions but customize the language somewhat. It is up to the hosts to determine their preferences,

but doing a mixed group certainly works for us.

Q: Is there an ideal sized group?

A: We have done groups from 15 to 100 people. The room may partly determine the ideal number. Up to about 40 people we can go around the room and do a couple of "popcorn" rounds by asking each person to share short answers, which creates a good group dynamic. Incidentally, if there is a maximum capacity, it's not all bad to tell people there is a size limit to get them to reply quickly.

Q: Should childcare be provided?

A: That is entirely up to the hosts. It depends upon the demographics of those invited, whether or not childcare will affect responses, if there is space at the venue, and if hosts are able to secure qualified adults to serve.

Q: Is there a quick explanation about Telemachus that can be used for communications?

A: In addition to anything to anything you'd like to pull of the website, here's a phrase that's been helpful: "Telemachus is all about building relationships and doing life together with people who have a like minded attitude toward developing flourishing lives."

Q: Do The Woolworths have a preference for where they stay when in town to host a workshop? Do they need any assistance with travel plans?

A: Rick and Jill prefer to stay with the hosts in their home, if possible. This allows them to spend time with the hosts as well as keeps costs down. They will make their own flight arrangements and book a rental car.

Q: Are the Woolworths open to private meetings while in town for a workshop?

A: Absolutely! They are more than happy to attend as many meetings or meals as possible. Anyone should feel free to reach out to them.

Q: Is there some way we can thank the Woolworths for their time and expertise?

A: The greatest way you can thank them is to get together with another participant or two afterwards for lunch or coffee to discuss any of the subjects covered at the workshop.