DEVELOPING A PROPOSAL FOR A GROUP

Many good ideas for groups are never put into practice because they are not developed into a clear and convincing plan. If you are going to create a group under the auspices of an agency or in a school, you will probably have to explain your proposed goals and methods.

Prepare your group proposal by answering the following questions. You may answer them one at a time or incorporate them into a narrative.

1. **What type** of group are you forming? (task, support, psychoeducational, counseling, psychotherapy) Will it be **long term or short term**? (2 points)
2. For whom is the group intended? Identify the **specific population**. What do you know about the developmental needs (cognitively, affectively, behaviorally) of this population? (3 points)
3. What is the **cultural** (age, sex, education, sexual orientation, ethnicity, SES, etc.) mix of the group, and what are the **implications** of the mix for forming the group? (4 points)
4. Is the group composed of **voluntary or involuntary** members? If it is a mandatory group, what special considerations must you address? (2 points)
5. What are the general **goals and purposes** of this group? That is, what will members gain from participating in it? (5 points)
6. Why is there a **need** (refer to your research) for such a group? (3 points)
7. What are the **basic assumptions** underlying this project? (3 points)
8. What are your **qualifications** (pretend you have graduated) to lead this group? (2 points)
9. What **screening and selection** procedures will be used? What is your rationale for using these particular procedures? (3 points)
10. **How many** members will be in the group? **Where** will the group meet? **How often** will it meet? **How long** will each meeting last? Will new people be allowed to join the group once it has started (open or closed)? (5 points)
11. How will the members be prepared for the group experience? What **ground rules** will you establish? Be specific. (5 points)
12. **What structure** will your group have? **What techniques** will be used? Why are these techniques appropriate? In what ways can you employ your techniques in a flexible manner to meet the needs of culturally diverse client populations? (20 points - includes points for the activity in the appendix)
13. How will you handle the fact that people may be taking some **risks** by participating in the group? What will you do to safeguard members from unnecessary risks? Will you take any **special precautions** with participants who are minors? (5 points)
14. **What evaluation procedures** do you plan? What follow-up procedures are planned? (15 points – includes points for evaluation form to be included with proposal)
15. **What topics** will be explored in this group? (7 points)

These 5 general areas form the basis of a sound and practical proposal:

1. **Rationale**: Do you have a clear and convincing rationale for your group? Are you able to answer questions that might be raised?
2. **Objectives**: Are you clear about what you most want to attain and how you will go about doing so? Are your objectives specific, measurable, and attainable within the specified time?
3. **Practical considerations**: Is the membership defined? Are meeting times, frequency of meetings and duration of the group reasonable?
4. **Procedures**: Have you selected specific procedures to meet the stated objectives? Are these procedures appropriate and realistic for the given population?
5. **Evaluation**: Does your proposal contain strategies for evaluating how well the stated objectives were met? Are your evaluation methods objective, practical, and relevant?