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? (4 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?