



the
Self
Help
Connection

© Copyright 2002 the Self-Help Connection.
All Rights Reserved.

This document was produced by the Self-Help Connection. No unauthorized use of this material is accepted in any form or manner, unless permission is given by the author.

If you would like more information about this document, please contact the Self-Help Connection at info@selfhelpconnection.ca.

the Self-Help Connection
63 King Street
Dartmouth, Nova Scotia, Canada B2Y 2R7
Phone: (902) 466-2011 Fax: (902) 466-3300



the
Self
Help
Connection

Self-Help: A How-to Manual Table of Contents

Page

ACKNOWLEDGMENTS iv

INTRODUCTION vi

CHAPTER 1 WHAT IS SELF-HELP? **3**

 Definition of Self-Help 3

 The Self-Help Spirit 5

 Benefits of Self-Help 6

 Brief History of the Self-Help Movement 8

CHAPTER 2 SELF-HELP GROUPS **12**

 Purpose of Self-Help Groups 12

 What Brings People to a Self-Help Group? 16

 How do Self-Help Groups Operate? 17

 What Happens At a Self-Help Group Meeting? 19

 What About Professional Help? 21

 Finding the Self-Help Group You Need 22

 What the Self-Help Group Can Do 23

 What the Self-Help Group Cannot Do 23

CHAPTER 3 TIPS FOR STARTING A SELF-HELP GROUP **26**

 Don't Re-invent the Wheel 26

 Think "Mutual-Aid" From the Start 27

 Find A Suitable Meeting Place and Time 27

 Publicize and Run Your First Public Meeting 28

 Define The Purpose of the Group 28

 Target Your Membership 29

 Decide On a Meeting Format 29

 Exchange Phone Numbers 30

 Use Professionals 30

 Start Projects 30

	Expect Up's and Down's	31
	Activity: How Do You Start A Self-Help Group	32
CHAPTER 4	WORKING WITH PROFESSIONALS	37
	Advantages of Working With Professionals	37
	Disadvantages of Working With Professionals	38
	Guidelines for Effective Relationships	39
	Role of Professionals in Self-Help Development	40
	Developing Self-Help Groups: General Steps and Guidelines For Professionals	41
	Guidelines For Professionals Facilitating Self-Help Groups	48
CHAPTER 5	MEETINGS	52
	How To Get the Most From Meetings	52
	Helpful Hints For a Successful First Meeting	55
	How To Encourage Members To Attend Meetings	56
	Planning Programs	58
CHAPTER 6	ENCOURAGING PARTICIPATION	63
	Responsibility of Group Members to Each Other	64
	Sample Guidelines for Group Discussion	66
	Giving and Receiving Feedback	68
	Discussion Questions	70
CHAPTER 7	DEVELOPING LEADERSHIP	74
	Role of Leaders	74
	Leadership Style	75
	How Groups Develop Leadership Skills	77
	Getting Groups Going and Growing Again	78
	Dealing With Monopolizers	80
	Encouraging Shy People	81
	Activity: What are the Qualities of a Good Leader?	82

CHAPTER 8	SOME HELP FOR THE GROUP CONTACT PERSON	85
	Setting Up a Telephone System	86
	Responsibilities of a Contact Person	88
	Handling Difficult Calls and Helping Callers Through Difficult Situations	92
	Preventing Burnout	96
CHAPTER 9	THINKING THINGS THROUGH	100
	Steps in Problem Solving	101
	Problem Solving Techniques	102
	Activity: Solving Self-Help Group Problems	105
	Activity: Role Playing Self-Help Group Development	108
CHAPTER 10	HOW ARE WE DOING?	116
	The First Evaluation Session	117
	What Should the Group Evaluate?	122
	How to Carry Out the Evaluation	127
	How Often Should a Group Evaluate?	129
CHAPTER 11	SPREADING THE WORD	132
	Attracting New Members	132
	Setting Communication Goals	133
	Getting the Word Out	134
	Designing/Graphics Tips	138
	Timing Your Message Through Different Media	139
	Distributing Your Message	140
	Be Soon, Sensitive and Smart	142
CHAPTER 12	FUNDRAISING	145
	Planning Your Fundraiser	147
	How To Raise Funds	152