



Welcome to the MyTime facilitator manual

This manual is designed to support you in your role as a facilitator, whether you are new to MyTime or looking to refresh your practice. It provides practical guidance, resources, and reference points to help you plan and deliver groups with confidence.

MyTime groups play a vital role in offering parents and carers a space to connect, share experiences, and find support. As a facilitator, you bring structure and safety to that space, and this manual has been created to guide you through what that involves.

In this manual you'll find:

- a list of key terms used throughout the manual
- an overview of the MyTime program and the principles that guide it
- a summary of who does what in MyTime
- information about MyTime groups, including how to set them up and run them
- ideas for growing and promoting your groups
- details on program requirements like data collection and follow-up tasks
- guidance for handling challenges and supporting members
- ideas on where to find further support.

Think of this as a practical reference: something you can read through as you begin, and return to as needed. Together with the [MyTime Guiding Principles Handbook](#), it will help you build and sustain groups that are welcoming, safe, and effective.