



# Understanding Traumatic Brain Injury Group Leader's Planning Guide

Thank you for serving as a Group Leader. In this role, you have a number of responsibilities. We hope that the materials in this User's Guide will assist you.

Both individuals and groups can watch the enclosed 29-minute documentary, *Understanding Traumatic Brain Injury*. Please keep in mind that this DVD focuses on military service members with serious brain injuries. If you choose to show the DVD to a group, it is important to think about the group's goals and interests. This will help you to structure the meeting.

**Recommendation:** Teamwork is important when you plan an event. As the Group Leader, you may find it helpful to form a committee to help plan, promote and present the DVD screening. Give your committee time to brainstorm and plan. Start meeting at least one to three months in advance.

## Whom to Invite

Almost any group of viewers can gain from watching this documentary, whether they already know about traumatic brain injury (TBI) or not. Here are some groups that might benefit from the DVD; you may have other ideas.

- |  |  |
|--|--|
| <input type="checkbox"/> Military Personnel                | <input type="checkbox"/> Sports teams or clubs         |
| <input type="checkbox"/> Veterans                          | <input type="checkbox"/> Service or civic clubs        |
| <input type="checkbox"/> Military support group            | (for example, Rotary and Kiwanis)                      |
| <input type="checkbox"/> Family members                    | <input type="checkbox"/> Coaches                       |
| <input type="checkbox"/> Volunteer caregivers              | <input type="checkbox"/> Teachers                      |
| <input type="checkbox"/> Residential group members         | <input type="checkbox"/> Students in a class or course |
| <input type="checkbox"/> Professional healthcare providers | <input type="checkbox"/> General public                |

## When to Show the Documentary

If your group meets regularly, you might prefer to show the documentary at a regular meeting. However, if you choose to show the DVD at another time, you will need to either pick a date and time and then find available space or, vice versa, find a good space and then organize the meeting around it.

Allow at least an hour for your meeting. The documentary lasts 29 minutes, plus you will need time for discussion and perhaps questions and answers, depending on how you structure your event. **Note:** You can show the documentary in short sections, if you do not choose to view the entire DVD in one sitting. (See *Watch the Documentary in Advance*, page 4.)

Check your community calendar to make sure that other important events do not conflict with your chosen date.

## Where to Meet (Choosing Your Space)

The expected size of your audience will determine the kind of space you need. For example, a small group can sit comfortably in a semicircle or around a table, whereas a large group needs rows of chairs.

Many places allow non-profit groups to use their facilities. For example, schools, libraries, community centers, healthcare centers and places of worship may offer rooms for free or a small fee.

**To select your meeting place, make sure that:**

- The room will hold the expected number of people.
- Equipment for screening the documentary is available for your use or can be brought in.  
(See **Administration**, below.)
- Restrooms are conveniently located.
- Fire exits are well marked.
- Convenient parking and public transportation are available.
- People with physical disabilities can reach the room safely and easily.
- The room is available when you need it.

A comfortable meeting space is important for a successful event. Once you find a good location for your meeting, **reserve the space and everything you will need in it!**

**Administration**

**Plan for the documentary:**

- Think about whether attendees will be able to see the screen from wherever they are sitting. A large audience needs a bigger screen as well as a good sound system so that everyone can hear.
- Make sure that the room has equipment for the screening. One option is a television and DVD player. Another option is a laptop computer with DVD player and – if needed for a large group – a projector, viewing screen and external speakers.
- Reserve equipment in advance** so that everything will be available for your meeting.
- Ensure that all needed electrical cords reach and fit the outlet. Obtain an appropriate extension cord in advance, if needed.
- Know how to work all equipment – or find someone who does. Try out the system in advance, to be sure you know all the right buttons to press. Even if you are told that an audiovisual person will be onsite to help you, make sure a member of your committee can “pinch-hit” if necessary.

**Other considerations:**

- A microphone may be needed for the following:
  - A group larger than 20 people
  - Speakers introducing the documentary and leading discussion afterward, particularly if they have soft voices
  - A question and answer period with an expert
  - A very large and formal audience, for both speakers and individuals asking questions
  - Multiple speakers at the same time, as in a panel (each speaker may need a microphone)

Make sure a committee member knows how to set up and use the sound system and microphones, if a professional sound person will not be present during your meeting.

- An easel with large paper or a whiteboard may be useful for speakers. Speakers can illustrate a concept or write down questions, ideas and information. Large felt-tipped markers are used on paper; large dry-erase markers (and whiteboard erasers) are used on whiteboards. To clean a whiteboard, use a paper towel with whiteboard cleaner.
- Know how to control lighting and temperature in the room (air conditioning or heat).

- Think about how many tables and extra chairs you will need. If you plan to have people sign in and pick up materials, reserve at least one table for that. You may also need a table for refreshments, if you plan to serve them. Decide where you will keep supplies (listed under **Day of the Event**, page 5).
- Attendees may have special needs. If you know in advance, you can accommodate them. For example, give hearing impaired attendees a printed copy of the script to the documentary (available at DVbic.org; click on the Education tab).
- Allow enough advance time to make copies of handouts or to send away for pamphlets. Handouts may include (but are not limited to):
  - Information about your organization
  - The enclosed **Traumatic Brain Injury Awareness and Prevention Fact Sheet**
  - Materials you print and copy from DVbic.org and other websites

Note: These materials may be reproduced without any changes for educational purposes.  
All enclosed materials are available online at DVbic.org; click on the Education tab.

### **Management:**

As the Group Leader, you can help your committee work well together as follows:

- Meet as often as needed.
- Seek volunteers for specific tasks and responsibilities, or assign jobs to people based on their skills.
- Keep track of who is supposed to do what.
- Remind people to meet deadlines and follow through on what they volunteered to do.
- Lead firmly but respectfully. Praise your committee members for their service. Bear in mind that volunteers have many responsibilities competing for their time.
- One week before the event**, meet with your committee or touch base with each person. Make sure everyone knows what to do. Use this time to address concerns and questions.

### **Experts and other guest speakers:**

- Consider inviting experts and other guest speakers who may contribute to the overall goal of the screening session by sharing important information and answering questions. Ask them to reserve their time for the date you have chosen, or choose a date according to their availability.
- Confirm their participation by email or letter. Include the date, time and location of your meeting as well as any other details that you agreed upon.
- Ask them to watch the documentary in advance. It is available for viewing at DVbic.org; click on the Education tab.
- Share the **Traumatic Brain Injury Awareness and Prevention Fact Sheet** in this User's Guide (or direct them to DVbic.org; click on the Education tab).
- One week before the event, confirm the attendance of experts and/or guest speakers. Remind them to watch the documentary, if they haven't already.

## Watch the Documentary in Advance

View the documentary before your meeting to decide whether to show the entire DVD or only short segments of it. Keep in mind that some scenes may be inappropriate for young or very sensitive viewers.

If you want to show short segments, choose from the seven chapters below.

Chapter Number	Chapter Running Time	Chapter Title	Key Themes
1	00:00 – 01:25	A Message from General Colin L. Powell, US Army (Ret)	Brief Introduction to TBI
2	1:26 – 02:19	Opening	
3	02:20 – 08:55	TBI Overview and The Gradys' Story	<ul style="list-style-type: none"> <li>- Definition, Types and Characteristics of TBI</li> <li>- Causes and Effects of TBI</li> <li>- Introduction to DVBIC</li> </ul>
4	08:56 – 17:17	Recovery – The Maxwells, The Shaylor's and 3D Imaging at Walter Reed Army Medical Center (WRAMC)	<ul style="list-style-type: none"> <li>- Recovery Process</li> <li>- Family and Peers</li> <li>- Rehabilitation</li> <li>- Reconstructive Surgery</li> </ul>
5	17:18 – 20:40	Concussion and Sports	<ul style="list-style-type: none"> <li>- Common Causes and Effects of TBI</li> <li>- Assessing and Treating Athletes</li> <li>- Tips for Preventing TBI</li> </ul>
6	20:41– 26:21	Community Re-entry	<ul style="list-style-type: none"> <li>- Challenges of Returning to Home, Job, School and/or Active Duty</li> <li>- Group Therapy</li> <li>- Real World Therapy</li> <li>- The Process of Re-entry</li> </ul>
7	26:22 –29:01	Closing and Credits	

- Chapters may be used as part of another presentation, for example, to illustrate concepts in an in-service training session.
- Chapters may be shown one per session over a series of sessions, for example, to guide discussion in a family support group.

## Promote the Event

Promotion is key to a successful meeting. Use word-of-mouth, printed material and the Internet for best results.

*How you promote your meeting depends on whom you invite.*

Think about how people are most likely to learn about your event. Will they pick up a flyer at the library? Will they see a poster on a bulletin board? Should you send a flyer by mail or email? Should members of your committee call people?

**Here are some ways to promote your event:**

- Enclosed in this User's Guide is an 11 x 17 inch poster. Write the details of the meeting on the bottom. Make copies of the poster. (It can be copied in black and white.)
- Design an invitation (flyer, email message, written note) and distribute it as appropriate. Flyers may be set out at schools, libraries, community centers, healthcare centers and places of worship.
- Ask members of your committee to help promote the event.

**At Least One Week Before Your Event:**

- Confirm reservation of the meeting room, screening equipment, sound system (if needed) and easel/whiteboard (optional).
- If you are having experts or guest speakers, confirm their attendance.
- Make copies of materials you plan to hand out. (See **Administration**, pages 2 and 3.) If people have registered in advance or told you that they are coming, make enough copies for the people you expect plus another 10 copies. For example, if you expect 20 people, make 30 copies.
- If you assigned tasks and responsibilities to members of your committee, remind people of what you expect them to do. Confirm that they can follow through on whatever they promised.
- You or a committee member may wish to speak at the beginning of your meeting, to welcome attendees, introduce guest speakers and give a brief overview of the documentary before you show it. To prepare your remarks, you may want to read the enclosed **Traumatic Brain Injury Awareness and Prevention Fact Sheet**. You will find information about TBI and DVBIC there. Use it to prepare your introduction to the group on the day of the meeting. Consider sharing it with guest speakers.

**Organize materials before your meeting:**

- Make signs with arrows directing people to the meeting room, if the location is not well-marked or if the room has been changed unexpectedly.
- Prepare name tags if you are going to use them.
- Double-check that a member of your committee knows how to work the TV set or screen, DVD player, speakers and microphone system. Assign a person to monitor room temperature and lighting controls.
- Gather the items listed under **Day of the Event** (see below). Some items are not for a specific use, but they are handy.

**Day of the Event**

- Check TV/DVD player, speakers, microphone system (if needed) and other electronics before attendees arrive.
- Adjust lighting as needed.
- Set the room at a comfortable temperature for a group of people.
- Arrange seating and tables.

**Prepare the following, as needed:**

- Materials to hand out
- Pens
- 8 1/2 x 11 inch pad of paper
- Transparent adhesive tape or masking tape
- Sticky notes
- Stapler
- Paper clips
- Scissors
- Black or blue markers (2 or more)
- Refreshments, cups, plates, utensils and napkins
- Name tags
- In a formal setting (hotel or conference center), tablecloth or drape for registration and refreshment tables
- Easel with paper or whiteboard
- Colored markers for easel or dry-erase markers for whiteboard
- Eraser and/or cleaner and paper towels for whiteboard

Reminder: No meeting runs exactly the way you plan it.  
Organize as well as you can and then “expect the unexpected.”

**Leading the Group**

It is finally time to start the meeting! As Group Leader, you may choose to speak or delegate this responsibility. The following is a sample meeting format. Adjust it to your group’s needs.

- Introduce yourself, welcome attendees and introduce guest speakers. Describe the meeting agenda.
- Provide viewers with the following reminder:  
**Attention:** This DVD focuses on military service members with serious brain injuries. Some scenes in this documentary may be inappropriate for young or very sensitive viewers.
- Introduce the documentary.
- Show the documentary.
- Introduce guest speaker(s) in more detail (for example, why you invited them or where they work).
- Discuss the documentary and TBI-related topics.
- Thank members of your committee for their work.
- Thank guest speakers for their contributions.
- Thank everyone again for coming. Make appropriate announcements.

### **After the Meeting**

- You may wish to call or write a “thank you” to guest speakers/experts and your committee members for their time and helpfulness.



# **Thank You!**

**Thank you for your time and effort in promoting the awareness and prevention of TBI. Your work will help improve the lives of brain injury survivors and the people who care about them.**

If you have additional questions or concerns, please call the Office of Educational Programs at (800) 870-9244 or e-mail us at [Education@DVBIC.org](mailto:Education@DVBIC.org). You may also visit DVBIC on the web at [DVBIC.org](http://DVBIC.org). Click on the Education tab to access the materials in this User's Guide as well as other resources.



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