

PEACE EDUCATION PROGRAM

# Getting Started



THE PREM RAWAT FOUNDATION  
PEACE EDUCATION PROGRAM



"Of all the things that we do in our lives to feel good, peace makes us feel the best."

- Prem Rawat

# Before the Peace Education Program is Authorized

## 1. Beginning steps

- Read about PEP on the TPRF website.
- Assemble a team of people interested in offering the project:
  - Identify the strengths and interests of the team members.
  - Ensure all team members become familiar with all PEP materials.
- Identify a suitable place to run the program:
  - Identify who is in charge of accepting new programs and the best way to contact that person.
  - If the people you contact do not wish to implement the program, remain positive and don't be discouraged.
- Once you have established interest in the program:
  - Collect materials from the website needed to create portfolio of information.
  - Arrange a meeting to present information regarding the PEP.
  - Learn the process to be accepted as volunteers to present the program.

## 2. Prepare for the first meeting

- Identify who on the team will attend the meeting.
- Ask the length of time available for your presentation and who will be attending.
- See what you can learn about the potential population to participate in the program.
- Bring promotional materials for each employee or representative from the host site attending the meeting, including:
  - DVD on Peace Education Program
  - Printed copy of the curriculum and letters of reference
- Ensure that you have the correct technical equipment for your presentation.

# When the Peace Education Program Is Authorized

## 1. Review the organization's policies

- Complete the volunteer application if required.
- Comply with volunteer requirements.
- If requested, fulfill the necessary requirements for a background check.
- If requested, attend volunteer training.
- Understand and adhere to the policies of the organization:
  - Communicate the rules, regulations and guidelines to the PEP team.
  - Make sure all team members agree and understand the rules.
- Abide by any regulations and guidelines:
  - Fulfill the necessary requirements, including ID badges, vaccinations.
  - Keep all your certifications current: volunteer training, TB tests, photo ID, etc.
  - Suitable professional dress code.
- Identify your point of contact within the organization.

## 2. Find out about any program parameters

- Establish the day, time and length of the workshop. (Note: Length of PEP can be adapted. The material is designed for flexibility and can be delivered over a period of time that suits the situation. For example, it can be done in 8, 10, 12 weeks and presented in 1 hr. or less, 1 ½ hr., or 2 hr. segments.)
- Determine what equipment is needed to present PEP:
  - Ask if A/V equipment will be provided.
  - Understand the process for requesting equipment.
- If needed, fill out appropriate authorization forms to bring in equipment.
- Team members transporting television, DVD player or laptop computer:
  - Learn specific rules, if any, about bringing in equipment.
  - Ensure that any rules regarding outside equipment are respected.
  - Fill out appropriate forms for authorization.
- Learn what materials can be brought into the organization and learn about any restrictions. To be sure, bring samples to show your contact:
  - Understand the rules about distribution of materials.
  - If print materials can be distributed, ensure high-quality printing.

# Facilitating the Peace Education Program

## 1. Preparation for the session

- Preview all DVD material before you go: prepare for program delivery by watching the PEP disc and have a plan for how to conduct the session.
- Ensure there are trained backups in case a facilitator cannot attend the workshop:
  - Plan on a team of 2 or 3 facilitators for each program.
  - Ensure facilitators can attend sessions consistently.
- Set up room in advance: Set up depends on the size of the group.
- Begin the session on time, unless the participants have a good reason for a delay.

## 2. Introduction to the program

- Introduce yourselves as facilitators and operators, unless the facilitator is the operator.
- Introduce the program:
  - Number of sessions
  - Length of each
  - Materials that will be distributed.
  - Leave the introduction to the Peace Education Program to the narrator on the DVD (the intro to the PEP course is included on Disk # 1 Peace).
- Introduce the current session, how long it will last, and what is going to happen:
  - Let them know what the theme is and that at the end of most of the videos there will be an opportunity for them to reflect on what was said or what they heard, write in their workbook, and share their reflections if they want.
  - Let them know when the first break will be. The facilitator will determine if more than one break is required during a session.

# Facilitating the Peace Education Program

## 3. Reflections by participants

- Show DVD and allow time for Reflections.
- The narrator on the video announces the opportunity for participants to reflect on what they have just heard, write in their workbooks, or share those reflections:
- The facilitator can ask participants if they would like to share their reflections. Not all participants are comfortable to do that, so the time needed will vary; some might just want to write in their workbooks.
  - If participants have nothing to communicate, that is fine. This is not a time for discussions or questions.
  - If participants do have questions, they can email: [peaceeducationprogram@tprf.org](mailto:peaceeducationprogram@tprf.org)
  - If they don't have access to email, the facilitators can collect the questions and email them.
- At the end of each session thank everyone for their participation.

## 4. Follow-through for each workshop

- Make an effort to learn your participants' first names.
- Make a record of the DVDs shown during each workshop.
- Debrief the team.
- Follow up on any requests.
- Get TPRF release forms signed for any photos taken at the site. You will need a location form for the site and a release form for each participant, including staff of the location.
- Keep accurate records of the number of workshops delivered and number of participants per workshop and email them to PEP Communications by the 4th of each month.

# Program Checklist

## Before the Peace Education Program is authorized



Read about PEP on TPRF website

Assemble team

Identify facility

Create a portfolio of PEP information

## Prepare for the first meeting

Learn as much as you can about the organization

Identify your contact person

Identify who will be attending the meeting

Ensure your materials are available and that the DVD works

## When the Peace Education Program is authorized



Find out program policies, guidelines and parameters

Determine the equipment you require

Complete background checks, if required

Complete volunteer application form and training

## Facilitating the Program

Select individuals to present the DVDs

Ensure trained backups are in place

Preview the DVD presentations

Introduce the session

Manage the reflections and breaks

## Follow-through for each workshop

Record DVDs shown

Debrief the team

Follow up on any requests

Submit program statistics to PEP Communications



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PO Box 24-1498 Los Angeles, CA 90024 USA  
Tel: 1-310-392-5700 [www.tprf.org](http://www.tprf.org) [pep@tprf.org](mailto:pep@tprf.org)

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