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SESSION 1 FACILITATION GUIDE

Timeline: One evening, 4 hours

Outcome of Session 1:

- To introduce participants to the history, overview, goals and format of the 30Lab
- To connect participants to one another, to their sense of place in Vancouver, and their shared purpose
- To create group cohesion and a shared understanding of the community agreement and our goals as a group
- To have fun!

Session Overview:

Activity	Description	Duration	Materials
Doors Open	Registration Welcome Participants	15 min	List of Attendees Pens Nametags + Markers Food Set-Up
Introductions	Formal Intro to City Leads and Organizations Land Acknowledgement	15 min	Slides
Group Icebreaker	See Personal Artifact Runsheets	45 min	Everyone's 2 Items Ball (optional)
Intro to 30Lab and Project Context	Presentation on 30Lab and the topic Discussion on why the topic was chosen	30 min	Slides
Group Reflection	Participants share their motivations for being in the 30Lab. See In Threes Run sheet	30 min	Chart paper Post It Notes Markers
Break		15 min	
Group Thermometer	Group activity on	40 min	Prepared statements

	personal experiences on the lab topic. See Group Thermometer run sheet.		
Community Agreement	Facilitator leads group to establish guidelines for participation. See run sheet.	20 min	Chart Paper Markers
Session Feedback	Facilitators debrief group on thoughts and feedback from session 1.	10 min	Post It Notes Markers

PERSONAL ARTIFACT (ICEBREAKER)

<u>Do</u> <ul style="list-style-type: none">• Have each participant bring two personal artifacts that represent:<ol style="list-style-type: none">1. Something that you've had for a long time.2. Something that you've recently been attracted to.• Have participants in a circle so that everyone can be seen or heard• Have participants share in a circle. This can be done voluntary, or with a ball to guide discussion.	<u>Outcome</u> <ul style="list-style-type: none">• Have participants get to know each other and find shared commonalities/ interests• Participants learn each other's names• Gets participants to feel comfortable in the group to share personal reflections
<u>Say</u> <ul style="list-style-type: none">• Facilitator can start the session by sharing their own artifact or can choose not to share• Thank participants for contributions• Debrief: Once every has shared, facilitator can lead group debrief:<p>"How do our artifacts connect to our city?"</p><p>"What stood out for you?"</p><p>"What have you learnt about someone else?"</p><p>"What connections have you made?"</p>	<u>Materials</u> <ul style="list-style-type: none">• 2 artifacts per person• Ball or talking stick of some kind, if you want to guide discussion this way.

IN THREES

<p><u>Do</u></p> <ul style="list-style-type: none"> • Give each participant sticky notes and a pen • Have participants form into groups of three • Facilitator will ask three rounds of questions. • For each question, participants will write down the answer and then share with their small group • Groups will then place their sticky notes together on a wall/floor • Debrief: Bring the group together and debrief. Facilitator can read from sticky notes, ask groups to share what they wrote down and discuss. 	<p><u>Outcome</u></p> <ul style="list-style-type: none"> • Deepen participant's understanding of motivations • Build connections within the group on the impact they envision • Start to brainstorm and unpack on the social issue at hand
<p><u>Say</u></p> <p>Round 1:</p> <ul style="list-style-type: none"> • Tell us what brought you to the 30Lab? • Probes: How did you get here? Why did you want to participate? <p>Round 2:</p> <ul style="list-style-type: none"> • What does (Lab topic) mean to you? • Probes: Reflect on your own experiences, experience of peers. Why do you care about this topic? <p>Round 3:</p> <ul style="list-style-type: none"> • What do you hope to achieve through the 30Lab? • Probes: What are your hopes? What do you see at the end of this process? <p>Debrief:</p> <ul style="list-style-type: none"> • What did you hear from someone else in your group? • Did you hear any common ideas come up? 	<p><u>Materials</u></p> <ul style="list-style-type: none"> • Sticky Notes • Markers • Break Out Space

GROUP THERMOMETER

<p><u>Do</u></p> <ul style="list-style-type: none"> • Clear a space so that participants have ample room to move around • Facilitator will say a series of prepared statements, participants will move to zones in the room that represent how much they agree with the statement • Facilitator will point out which sides of the room correspond to the statement i.e. Disagree/Agree, Scales of 1-5 etc. • Facilitator can start with more light-hearted statements and move to serious topics • Debrief: Have group return to a circle and popcorn-style reflect on the activity. 	<p><u>Outcome</u></p> <ul style="list-style-type: none"> • Participants personally reflect on their own experience related to the social issue • Personal experiences are mapped over the large group • Participants feel comfortable to share their personal experience
<p><u>Say</u></p> <ul style="list-style-type: none"> • “Reflect on your own experience in relation to the statement. There are lots of experience in this room and this explores your own perspective” • “Move silently around the room, you are welcome to reflect before moving.” • 15 statements, samples below: • Cat or Dog person/ Coffee or Tea • Do you believe it matters to vote in federal, provincial or municipal elections? • Do you see yourself as an active citizen in the community? • I feel that as a young person, my participation/engagement matters. (Disagree 1: Agree 5) • Debrief: What stood out for you? What surprised you? What was not a surprise? 	<p><u>Materials</u></p> <ul style="list-style-type: none"> • Lots of space • Prepared statements

COMMUNITY AGREEMENT

<p><u>Do</u></p> <ul style="list-style-type: none"> • Have the group sit in a circle. • Facilitator will have a large sheet to write down groups suggestions • Facilitator will probe group for what they feel they need to participate comfortably • Facilitator will help form, compress and expand ideas to form community agreement. • Facilitator will hang community agreement in a visible space for the rest of the experience. <p>Remind participants of the community agreement as needed.</p>	<p><u>Outcome</u></p> <ul style="list-style-type: none"> • Norms are established for group participation for the experience • Participants share what they need to fully participate. • A vision of inclusiveness is agreed to.
<p><u>Say</u></p> <ul style="list-style-type: none"> • “What are your expectations, hopes, fears of the experience?” • What do you need from this group to work most effectively together? • Seed some starting ones (if needed) • Step up/Step back • Snaps for agreement • Yes, and.... • Ask about accessibility! (Are everyone’s needs being met) • “You are welcome to write down ideas and share them in the way that works best for you.” 	<p><u>Materials</u></p> <ul style="list-style-type: none"> • Chart Paper • Marker • Tape to hang up community agreement

END OF SESSION FEEDBACK

Facilitator can decide what is the best way for participations to share their experience from the day. Below are some debrief strategies:

Head-Hand-Heart: Participants share one thing they learnt, one thing they did and one thing they felt today.

Toss the Ball: Participants toss around a ball to answer the debrief question. Or participants can toss the ball and ask a new question each time.

Highs and Lows: Participants share one item that made them smile/laugh and one item that was challenging/difficult.

Hopes/Fears: Ask everyone to write their hopes for something on one side of a piece of paper and their fears on the backside. People can share their own or be collected as a group.

SESSION 2 FACILITATION GUIDE

Timeline: Full Day, 6-7 Hours

Outcome of Session 2:

- Participants unpack and deepen their understanding of the issue at hand through lived experiences and content
- Participants learn and connect with community mentors at hand
- An ideal vision of the future is established, creating the tension between the current status quo and where the group wants to be

Session Overview:

Activity	Description	Duration	Materials
Opening and Welcome	Agenda and outcomes of the day Group icebreaker/ name game Recap of community agreement Introduce content mentors	20 min	Name Tags Registration List Markers
Current Reality: Lived Experiences	Facilitators guide group through survey results. See Lived Experiences Run Sheet	30 min	Slides
Current Reality: Content Mentors	Content mentors give presentation on the issue from their perspective (8 mins) Participants then form groups for Q+A with mentors. See Content Mentors run sheet	1 hour 30 min	Slides
Lunch Break		1 hour	
Current Reality: Creating Audiences	Participants narrow down the audiences impacted by the issue Participants brainstorm the good, the bad and ugly for these audiences. See Audiences run sheet	1 hour	Chart Paper Markers
The Vision	Participants establish an ideal vision for their audience. See Visioning run sheet.	1 hour	Chart Paper

			Markers
Session Debrief and Next Steps	<p>Group debrief of the Day</p> <p>Introduce google drive</p> <p>Take Away Activity: creating audience personas</p>	30 min	

CURRENT REALITY: LIVED EXPERIENCES

<u>Do</u> <ul style="list-style-type: none">● Have participants formed into groups so they can see the presentation● Participants discuss with each other the interview process, who they interviewed and what stood out. Have participants write down what was discussed on a chart paper.● Guide participants through the data results from the surveys they did and highlight the 10 key findings● Engage participants to see if the results match their expectations, what they learnt. Facilitator can write down the group findings on chart paper.	<u>Outcome</u> <ul style="list-style-type: none">● Quickly establish the current reality on the topic from within the network of participants● Participants broaden their knowledge on the data at hand
<u>Say</u> <ul style="list-style-type: none">● “What was your experience surveying in your network? Did anything stand out to you? What did you hear?”● “How do you feel about the results? Did any of the results surprise you?”● “What’s accurate? What’s missing? What should be added/removed?”	<u>Materials</u> <ul style="list-style-type: none">● Prepared slides and projector

CURRENT REALITY: CONTENT MENTORS

<u>Do</u> <ul style="list-style-type: none">• Have participants sit so they can see the presentation• Introduce the Guests• Encourage participants to write down thoughts, questions they have during the presentation• Inform participants there will be a question time period after.• Break-Out Session: Have each mentor in a corner of the room. All participants self-select into 4 groups. 2-3 rotations x 20 mins. Participants can ask mentors their questions• Final Debrief: Ask each presenter to share final words/one hope for the group after this discussion	<u>Outcome</u> <ul style="list-style-type: none">• Enlarge participants understanding of the current reality• Connect participants with knowledgeable community members• By the end of this session, participants will formalize and reflect on what they have learnt so far.
<u>Say</u> <ul style="list-style-type: none">• “What stood out for you? What do you hope to see happen in the future?”	<u>Materials</u> <ul style="list-style-type: none">• Prepared slides and projector

CURRENT REALITY: AUDIENCES

<p><u>Do</u></p> <ul style="list-style-type: none"> • Facilitator guides participant to reflect on the morning session. • Facilitator ask participants to identify audiences. Options: participants write on stickies and facilitator groups together. Participants give options, facilitator writes on chart paper and dotmocracy voting used to pick audiences. • Once audience are picked, give each audience a flipchart and ask participants to select the audience to work on. (establish # of people per audience.) • Ask participants to brainstorm the good (what's working), the bad (what's not), the ugly (what's horrible). • Ask groups to share what they wrote down to the larger group. 	<p><u>Outcome</u></p> <ul style="list-style-type: none"> • Creative thinking applied to key participants in the social issue. • Key audiences are identified • Beginning to set up creative tension.
<p><u>Say</u></p> <ul style="list-style-type: none"> • Opening debrief: "Who is being affected? Who is the audience? Who are the communities who need to be involved? What are some of the key challenges? How does this connect to other things we have been discussing?" • Audiences: Write down key audiences you feel are impacted? • The Good, the Bad and the Ugly: What's working, what's not working and what's horrible? • What relationships exist? What barriers exist? What actions are happening/not happening? Was there anything from the survey that related to your audience?" • Group Debrief: "Is there anything missing?" 	<p><u>Output</u></p> <ul style="list-style-type: none"> • Chart paper and markers

VISIONING

<u>Do</u> <ul style="list-style-type: none">• Have participants in groups per each audience (this can be the same or changed).• Participants will brainstorm the ideal vision of the future for each audience• Participants can write this on the back of the flipchart paper• Have each group present their vision to the larger group.	<u>Outcome</u> <ul style="list-style-type: none">• Groups form an idea of what the future could look like• Larger group debriefs and inputs on the future vision.• Establishing creative tension in which to innovate• Framework for next session.
<u>Say</u> <ul style="list-style-type: none">• “It’s natural to jump to solutions, but absolutely no solutions allowed! Write down the blue sky you see for your audience”• “Think of a vision for 5 years from now, 10 years....”• Five whys: As groups brainstorm ask them “why do you want that? Why? Why?” to drill down to a base emotion	<u>Materials</u> <ul style="list-style-type: none">• Chart paper

SESSION 3 FACILITATION GUIDE

Timeline: Full Day, 7 Hours

Outcome of Session 1:

- Participants generate solutions for the established audiences and topic at hand through rapid idea creation
- Ideas are merged and crystalize into potential solutions
- Groups are formed on the concepts that will be moved forward with.

Session Overview:

Activity	Description	Duration	Materials
Opening and Welcome	Debrief of last session: How is everyone feeling about the current reality? More frustrated? How are you feeling about the vision? More optimistic? More pessimistic Agenda and goals of this session	15 min	
Setting the Tone	Overview of rules and parameters of creation by lead facilitator	30 min	
Ideation	As many concepts for as possible are generated for audiences. See Ideation run sheet.	1 hour	Post It Notes Markers Wall Space Audience Chart Papers from Last Session
Break		15 min	
Best 5	Groups merge and narrow down concepts to the best 5. See Best 5 run sheet	1 hour	Chart Paper Markers
Voting	Participants vote on the best concepts from all groups. See Voting run sheet.	15 min	Stickers

Lunch		45 min	
Concept Selection	Participants decide what concept they will work on from the winners of the voting round. See concept selection run sheet.	30 min	
Presentation Development	Groups will work to prep a quick presentation on their concept, answering What is it and Why?	1 hour	Chart Paper
Presentation and Feedback	Groups will present to each other and give input	1 hour	
Session Debrief and Next Steps	<p>Debrief and prep on what teams need to do for next session</p> <p>Teams will get a google drive folder and a template of 10-slides to expand their idea. They will work on this and submit for the next session</p>	30 min	

SETTING THE TONE

Lead facilitator will go over the details on what the day will look like.

Ultimate goals:

- Creating as many ideas as possible
- Ideation - later on we will develop the concepts.
- Introduce mentors (if any) for creative session, can be past participants share their stories
- Inform group of the launch prize (if any) to support the projects.

Creating concepts

- Defining a concept: today is to generate ideas and we will have more time to deeply define the concepts
- Creative Parameters:
 - The concept must be unique, i.e. doesn't exist in your city currently.
 - The concept can be launched in one year.
 - The concept is accessible to one of the following groups in your city
 - The concept can be launched for under \$100,000 and feels doable with a team of four part-time working to make it happen...in other words we want to launch this thing!
- Creative Commons Agreement: Inform participants that all ideas generated today are part of creative commons, can be worked on used by anyone in the group or outside after the launch. Ensure participants agree (vote of hands).

IDEATION

<p><u>Do</u></p> <ul style="list-style-type: none"> • Ask participants to recap the audience flipcharts from the previous session. • Make sure there is space to have each flipchart on the wall and space to put lots of sticky notes around it. • Give each participants a marker and large stack of post-it notes. • Participants will write on post it's as many concepts as possible that comes to mind for each target audience. They will place the post-it notes on the wall as they write. • One post-it per idea, more than one word on each post-it • Participants are welcome to look at other's post it for ideas, but don't discuss with each other • Facilitator will have probing statements for each audience (roughly 10) • For each audience group, schedule 1 min idea blast and 10 minutes of ideation time. 	<p><u>Outcome</u></p> <ul style="list-style-type: none"> • Participants create unique ideas for each audience • As many ideas as possible are brainstormed
<p><u>Say</u></p> <ul style="list-style-type: none"> • "One idea per post it, but these can be multiple words or sentences" • "You are welcome to look at other post it on the walls, but ask that we brainstorm quietly." • Now I want to think of ideas related to this..... • What events could this relate to? • What allies can you draw on? • What technology could you use? • How can we use a playful approach-film, music, sport, fashion, arts, food, nightlife, public space? • Think of your artifact, how does it connect? 	<p><u>Materials</u></p> <ul style="list-style-type: none"> • Flipchart and markers • Tape • Post It Notes • Lots of Wall Space • Room to Move Around

BEST FIVE

<u>Do</u> <ul style="list-style-type: none">• Have Participants return to the audience group they were working on.• Facilitator will give 20 mins for participants to read through stickies and work to group ideas that are similar.• Groups then start to come up with ideas from these concepts, writing it on a new large poster sheet• Inform groups that we are looking for the ideas that are:<ul style="list-style-type: none">• Unique• Feel doable• Get us from A-B• Participants will merge ideas, write them up with a title and 2-3 points to describe what it is.• Groups are then asked to select the best 5 ideas and put on one flip chart page. (No numbers)	<u>Outcome</u> <ul style="list-style-type: none">• All ideas are grouped and merged together to form more solid concepts• Groups start to develop concepts and identify what they are excited/interested in• Concepts are narrowed down to 5 ideas per group
<u>Say</u> <ul style="list-style-type: none">• “You can group post-it’s that are similar, merge ideas from post-it together.• “We are looking for ideas that feel unique, doable and fill in the space between our reality and our vision.”	<u>Materials</u> <ul style="list-style-type: none">• Flipcharts and markers

CONCEPT VOTING (DOTMOCRACY)

<p><u>Do</u></p> <ul style="list-style-type: none">• Have participants post their Best 5 chart paper all on one wall.• Gather into a large group and facilitator will read out the 5 concepts from each group• Participants will be given 10 stickers to vote with. They can give up to three stickers per idea• After the voting is done, participants can take a break. Facilitators will count the ideas with the most number of stars.• Facilitators can use judgement to put ideas that are too similar together to ensure a balance.	<p><u>Outcome</u></p> <ul style="list-style-type: none">• Participants individually decide on projects they want to see more forward• Projects are narrowed down to a final number
<p><u>Say</u></p> <ul style="list-style-type: none">• What ideas would you want to invest your time in?• What ideas are you passionate about?• What ideas do you feel will make an impact?• You can vote for your own idea but also vote for others.	<p><u>Materials</u></p> <ul style="list-style-type: none">• Stickers• Wall Space

CONCEPT SELECTION

<u>Do</u> <ul style="list-style-type: none">• Facilitator will read out the final concepts (ideally 5-6) that had the most groups.• Participants can self-select on the idea they want to work on.• Once groups form, facilitator will guide groups to ensure they are the right size (4 - 5 people). If it is too many people, some will need to move. If it's too small, groups are given the spotlight to encourage teams to switch over.• Once small groups make their case, ask participants to self-select again. They can choose to move or stay.• Option: third round. Skill check – ask participants to give their top three skills. See if the teams feel like they are missing skills. Final self-select round for participants.	<u>Outcome</u> <ul style="list-style-type: none">• Groups will form to develop concepts into pitches• These may be new groups which need to bond to work together.
<u>Say</u> <ul style="list-style-type: none">• Move to the idea that you want to see happen? What idea are you passionate about?• Where can I use my skillset? Or what skillset do we need?	<u>Materials</u> <ul style="list-style-type: none">• Space to move around

CONCEPT BRAINSTORMING + PRESENTATION

<u>Do</u> <ul style="list-style-type: none">• Facilitators will push participants to creatively develop their concept.• Groups will break out in their own spaces, start to work on their concept and crystallize ideas.• Facilitators can join groups and give guiding questions on the idea.• Larger group will get back together. Each group will present their idea and get feedback from the larger group.	<u>Outcome</u> <ul style="list-style-type: none">• Groups dive deeper on the concept and start to formalize what the concept is.
<u>Say</u> <ul style="list-style-type: none">• Focus on what it is and push the creativity• What's different?• How will it impact our subgroup?• How are they engaged?• How do we get people excited about it?• We will work on the 'How To' next time.	<u>Materials</u> <ul style="list-style-type: none">• Break out space for groups• Computers for groups to work on slides

SESSION 4 FACILITATION GUIDE

Timeline: Full Day, 6-7 Hours

Outcome of Session 1:

- Teams start to build norms and work together
- Community mentors give feedback and learning on starting
- Teams build towards pitching their idea

Session Overview:

Activity	Description	Duration	Materials
Opening and Welcome	Debrief of last session: Reflect on Concept Development and Take Away Activity	30 min	
Team Development	Team Builder Activity Groups will formalize their own group agreement, roles and expectations moving forward. Discussion on effective teams. See run sheet.	1 hour 30 min	
Project Development	Teams break out and work through 10 slides. They will identify gaps that need to be worked on and identify questions for mentors in the afternoon	1 hour	Break Out Space
Lunch		1 hour	
Project Mentor Session	Introduce Project Mentors Large group presentation, each group presents their ideas, what they need Mentors choose group to coach or world cafe style.	1 hour presentations 1 hour feedback	Chart Paper Markers

Session Debrief and Next Steps	<p>Debrief Session</p> <p>Details on Public Launch Event</p> <p>Final Slides and Presentation: Everyone needs final 10-slides for judges, 3-4 for presentation</p> <p>Optional: Pitch Practice</p>	30 min	
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TEAM BUILDER

The Helium Stick: (from <https://www.leadersinstitute.com/helium-stick-team-building-game/>)

Materials: Lightweight Dowel

Groups: 8 - 10

Instructions:

- Every team member has to keep both index fingers in constant contact with the stick at all times. If even a single team member loses contact, the team has to start over at chest height again.
- The stick can only be resting on the index fingers. So team members can't wrap a finger over the top of the stick or slide fingernails over the stick, etc. (They can't force the stick down.)
- Every team member must be standing, and the starting point is chest height of the tallest person.
- The goal is to lower the stick to about one-foot off the ground.

Team Tap:

Materials: Wall Space, Paper or Post It Notes

Group Size: Any, take 20 to 30 min

Set Up: Write down the numbers 1 to 60 on a chalkboard, or paper and post on the wall. Write the numbers in different sizes. Set up a start/finish line as well as a phone for timing.

Instructions: Form teams, and have the teams give a goal on how fast they can complete the challenge. This can be one large team or separate teams. Teams need to tap all the numbers in order (or reverse) and cross the finish line to complete the challenge. Give teams two minutes to discuss strategy on how they want to attempt the challenge.

- No persons may touch the sheet or paper unless they are the one taping the number (touching the same number on the paper will result in a 5 second time penalty)
- If two people tap the same number at the same time, the team needs to start again from the beginning.
- If someone taps the wrong number, the group needs to start again.

TEAM BUILDING: TEAM AGREEMENT + DECISION MAKING

<p><u>Do</u></p> <ul style="list-style-type: none"> • Have teams break out and discuss what a successful team looks like for them! • Have teams come up (on a slide/ chart paper) their own team agreement of what they need to be successful • Facilitator will give guiding questions before the teams break out. • Have teams discuss and decide how they want to make decisions • Have teams discuss and decide on time commitments: What can they do to the public event? What can they do after the event? • Debrief as a larger group: what are the challenges, hopes and fears on the next process? How are we feeling on our teams? Do we know how we are making decisions? Facilitator can then go over the characteristics of highly effective teams. 	<p><u>Outcome</u></p> <ul style="list-style-type: none"> • Teams will brainstorm and come to a consensus on what their team looks like • Teams will make an agreement with each other on what can be expected from everyone. • Teams will start to form norms and clarify expectations • Teams will discuss how they want to make decisions and give feedback
<p><u>Say</u></p> <ul style="list-style-type: none"> • What are you interested in doing? • What is your time commitment now until the launch? Time commitment after? • How do we want to make decisions? • What roles do we need on our team? • What are we missing on our team? 	<p><u>Materials</u></p> <ul style="list-style-type: none"> • Characteristics of Highly Effective Teams, https://web.stanford.edu/class/e145/2007_fall/materials/collins_effective_teams.html • Slides/ Chart Paper if Necessary

PROJECT MENTOR SESSION

<p><u>Do</u></p> <ul style="list-style-type: none"> ● Facilitator introduces mentors. ● Groups will be given 4-5 minutes to go through their concept slides so far to everyone. ● Mentor Cafe Options: ● World Cafe Style: 1-2 people from each team elect to stay as the team representative. Everyone else can pick a team to give feedback on. There are 3 rounds of 20 mins. During each round, presenters can answer questions and the world cafe guests can responds in dialogue with the presenters. Mentors will be free to rotate from group to group as well! ● The Voice Style: Mentors are asked to “turn around” for the projects they want to coach. If mentors want two of the same idea, the group can pick their member. Depending on the number of mentors, they can coach 1-2 teams. 	<p><u>Outcome</u></p> <ul style="list-style-type: none"> ● Groups deepen their concept development ● Gain feedback and make connections with mentors that have experience on starting initiatives.
<p><u>Say</u></p> <ul style="list-style-type: none"> ● Where are you at in your project development? ● What are your blind spots, knowledge gaps, weaknesses, etc. What else should be considered? ● Who (people, organizations) and how can they contribute or collaborate? ● What do you need to deliver it? 	<p><u>Materials</u></p> <ul style="list-style-type: none"> ● Slides and Projector ● Break Out Space for Groups