

VITALITY LIVING COLLEGE

EFT FACILITATOR MENTORING

Module 1 – Mastering Facilitation





SUMMARY

PRESENTING EFT POWERFULLY TO GROUPS

1. 4MAT revision
2. Questions
3. Close
4. From set up to opening
5. Freedom from stress
6. Seminar plan
7. Next steps

NEXT STEPS: 7 KEYS TO SUCCESS

1. **Congratulate:** Congratulate yourself on completing the training and share your certificate on social media with your experience and tag us.
2. **Refresh:** Browse the EFT Facilitator portal.
3. **Get your gifts:** Fill in the Feedback form and get your gifts, <https://bit.ly/EFTFacilitatorFeedbackForm>.
4. **Attend:** The EFT Facilitator Supervision & Mentoring session on 20th November 2025 at 10 am UK / 2.30 pm IST.
5. **Join:** EFT Fast Track Supervision & Mentoring, EFT Freedom Tapathon, Energy Flow® Practitioner Training & EFT Advanced Practitioner.
6. **Contribute:** To self through learning and partner together.
7. **Practice:** Put your Seminar Plan together or use FREEDOM FROM STRESS, and practice presenting to “friendlies”. The 1st one to share their video will get detailed feedforward.

CERTIFICATION REQUIREMENTS

1. Complete your EFT Facilitator Training with Supervision & Mentoring.
2. Get certified as an EFT Practitioner (Levels 1 & 2) or EFT Fast Track with ICM, attend Inner Child Matrix Practitioner and EFT Advanced Practitioner Training.
3. Submit your EFT Facilitator Personal Development Log.
4. Fill in and submit your EFT Facilitator audit.
5. Submit your Personal Development Plan.
6. Complete 3 group trainings with a minimum of 10 participants per group with their videos on at all times and provide your video / off-line training audit.
7. Submit your best video demonstrating your EFT Facilitator skills in no more than 45 minutes.
8. Submit your EFT Facilitator seminar content plan (include stories and case stories). Optional: 4MAT plan.
9. Map out and submit your EFT Facilitator marketing plan.
10. Submit the code of conduct declaration
11. Complete all one-to-one sessions prior to submitting the certification documents.

CERTIFICATION REQUIREMENTS

1. EFT Facilitator Certification Requirements	Description	Resources (9)
.Here are the guidelines for EFT Facilitator Certification: 1. Complete your EFT Facilitator Training with Supervision & Mentoring. 2. Get certified as an EFT Practitioner (Levels 1 & 2) or EFT Fast Track with ICM, attend Inner Child Matrix Practitioner and EFT Advanced Practitioner Training. 3. Submit your EFT Facilitator Personal Development Log. 4. Fill in and submit your EFT Facilitator audit. 5. Submit your Personal Development Plan. 6. Complete 3 group trainings with a minimum of 10 participants per group with their videos on at all times and provide your EFT Facilitator video / offline training audit. 7. Submit your best video demonstrating your EFT Facilitator skills in no more than 45 minutes. 8. Submit your EFT Facilitator seminar content plan (include stories and case stories). Optional: 4MAT plan. 9. Map out and submit your EFT Facilitator marketing plan. 10. Submit the code of conduct declaration. 11. Complete all one-to-one sessions prior to submitting the certification documents. Submit all your documents in one email to certification@vitalitylivingcollege.info and send a copy to india@vitalitylivingcollege.info. In the subject line, put your name and then the certification documents you're submitting. Example, "Arpita Nayak – EFT Facilitator"		

1

MASTERING FACILITATION



CONTENTS

PRESENTING EFT POWERFULLY TO GROUPS

1. Sharing circles
2. Tapping circles
3. Logistics and administration
4. Handling issues
5. Next steps (Seminar plan)



SHARING CIRCLE



SHARING CIRCLE

FACILITATOR LEVEL – PRESENTING POWERFULLY TO GROUPS

A sharing circle is a calm, supportive space where people sit together and speak from the heart — listening without judgement, sharing only if they wish, and holding space for each other's stories, emotions, and experiences with respect and tenderness.





SHARING CIRCLE

FACILITATOR LEVEL – PRESENTING POWERFULLY TO GROUPS

- Prepare the emotional space by arriving grounded and calm.
- Set a clear intention for the circle.
- Share simple guidelines (confidentiality, respect, optional sharing).
- Begin with a short grounding or breath practice.
- Invite sharing gently with no pressure to speak (if no one wants to speak, begin).
- Listen with presence, not advice.
- Keep the pacing slow and emotionally safe.
- Redirect softly if the energy gets too heavy or intense.
- Close with grounding, gratitude, or a gentle ritual.
- Offer follow-up support if anyone needs it.



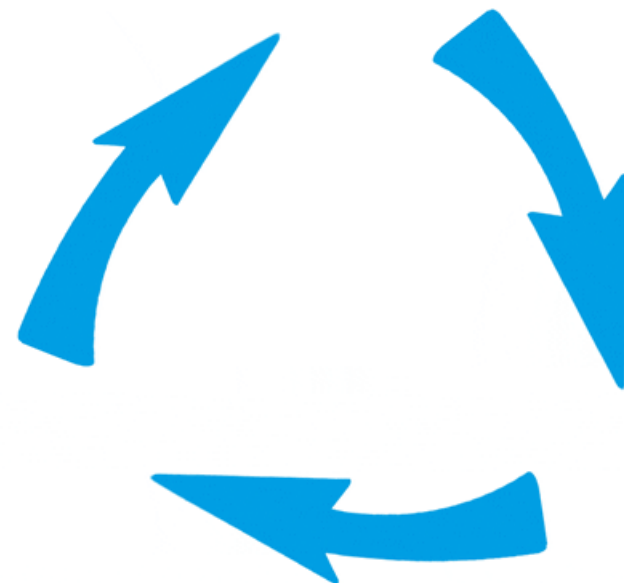
TAPPING CIRCLE



TAPPING CIRCLE

FACILITATOR LEVEL – PRESENTING POWERFULLY TO GROUPS

A tapping circle is a gentle, supportive gathering where people tap together to release emotional stress, feel grounded, and experience healing in a safe shared space.





TAPPING CIRCLE

FACILITATOR LEVEL – PRESENTING POWERFULLY TO GROUPS

- Create a safe, compassionate atmosphere where everyone feels welcome.
- Set clear intentions and explain the flow so participants feel oriented.
- Keep the pacing gentle to avoid emotional overwhelm (focus more on insights than results)
- Encourage choice — people can tap, pause, or step back at any time.
- Use inclusive language that honours all experiences without judgement.
- Stay grounded and regulated yourself to hold the space steadily.
- Offer simple sharing options without pressuring anyone to speak.
- Close the circle with grounding so participants leave centred and calm.



PRACTICE MAIN ROOM

TAPPING CIRCLE

- Practice the tapping circle
- Tap with 2 – 3 people
- 15 minutes



PRACTICE BREAKOUT ROOM

TAPPING CIRCLE

- Practice the tapping circle
- Tap with 2 – 3 people
- 15 minutes each, 5 minutes feedforward



LOGISTICS & ADMINISTRATION

LOGISTICS & ADMINISTRATION

- Venue
- Booking system
- Delegate data
- Manuals
- Hand-outs
- In-room slides or flips
- Feedback forms

- Assist team
- On-site registration
- Room set-up
- Trainer space
- Food & refreshments
- Assist team roles
- Follow-up e-mail



RUNNING ORDER

EMOTIONAL FREEDOM TECHNIQUES (EFT) THREE DAY TRAINING

FAO: Venue operations team/trainers/staff at EFT events

Items in **BOLD** are the ones with which we need your help. **At all times**, it is important to us that there is no noise near the main seminar room. We do a lot of meditation and in-depth process work and noise can be disruptive. Please can you inform staff and specifically the kitchen staff if they are located close to the seminar room and confirm you have informed them via e-mail india@vitalitylivingcollege.info

All timings are approximate and we are grateful for your flexibility. We are happy to keep you informed regularly about meals and refreshment timings. Please alert us who is the person in charge of local logistics. Email their name and phone number to india@vitalitylivingcollege.info.

Thursday

Vitality Living College staff arrive at 6 pm for set-up (please inform in advance if there are any changes to the timing). Prior to arrival, if using any of the following from the venue, they need to be setup in advance and fully working:

1. **Chairs set up theatre style and staggered. Good quality chairs that are stable and do not wobble. If the chairs need to be covered, please ensure the chairs are already covered and any plastic is removed from the chairs.**
2. **Stage or platform for seminar are in place with the projector screen on the left-hand side and the flip-chart on the right-hand side, facing the back wall of the stage.**
3. **A small table for the stage along with 2 chairs.**
4. **Seminar room, reception, restaurant, food and outside seminar room areas cleaned, tidy and dust free.**
5. **Toilets cleaned with plumbing working, toilet paper and towel with soap. The toilets must be clean and hygienic and cleaned every 1.5 hours during seminar times. Make sure there is bleach and toilet brush available. Please show on-site staff where toilet paper, soap and towels are.**
6. **All windows cleaned and free from cobwebs.**
7. **Reception desk set up with cloth coverings if required.**
8. **Water bottles with clean water or water filters clearly identified with suitable and clean glasses.**



PRACTICE BREAKOUT ROOMS

RUNNING ORDER

- Read together
- 8 minutes total

EVENT INVENTORY EXCEL

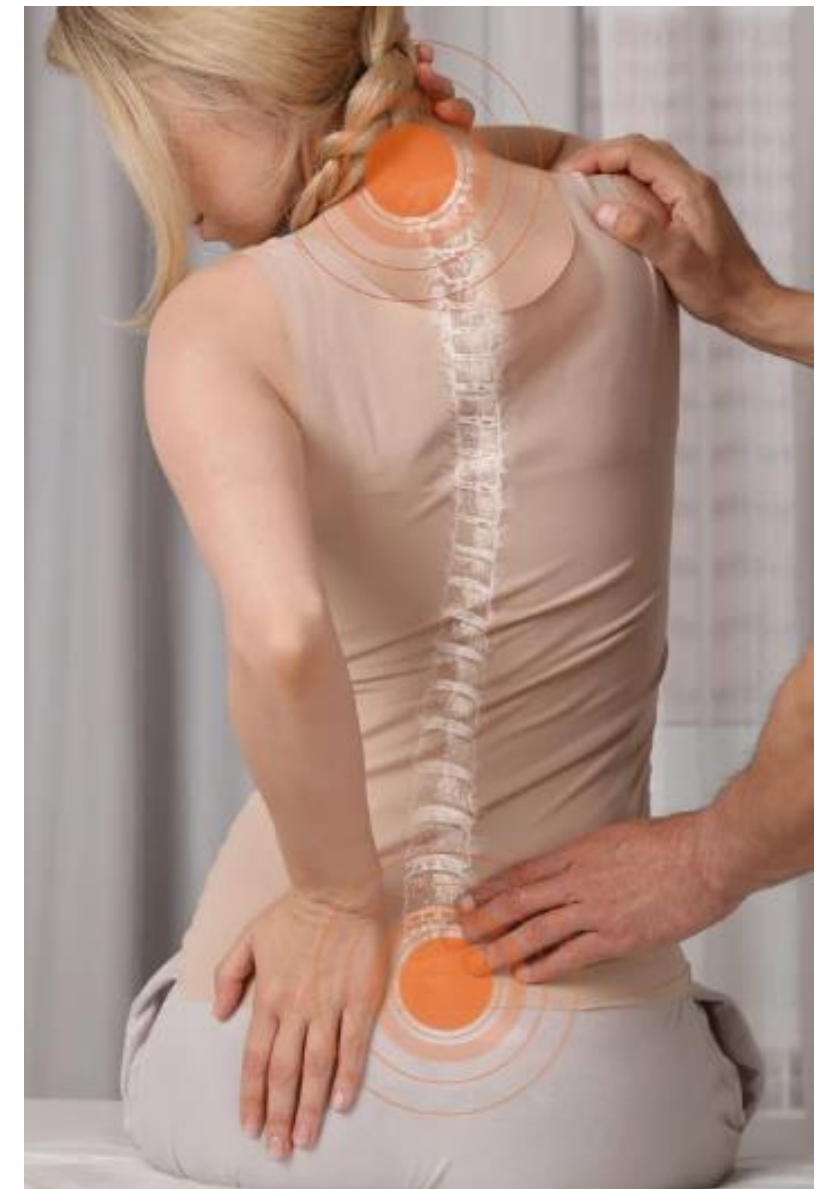
A	B	C	D	E	F	G	H
NO	WHAT IS IT?	ITEMS IN	ITEMS OUT	NUMBER	PERSON IN CHARGE	WHEN	COMMENTS
A	AMERICAN TOURISTER BLACK SUITCASE	1	1	1	Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
1	Allen & Heath Mixer	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2	Allen & Health Mixer Power Cable	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
3	Transparent Pouch	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
3a	- Power Cable UK	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
3b	- Power Cable 3 PIN BIG	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
4	Spike guard white	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
5	Spike guard black	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
6	Wire form mixer to laptop for recording	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
7	- Power Cable 2 PIN	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
B	THE BLACK FLIGHT CASE	1	1	2	Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
1	Quest Speaker	2	2		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2	Brown XLR wires 15 m	2	2		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
3	Power Plug 3 PIN for Speakers	2	2		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
C	Speaker Stand	1	1	3	Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
D	Speaker Stand	1	1	4	Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
E	MAROON SUITCASE SAMSONITE	1	1	5	Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
1	Box with new hand-held Shure Mic	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
1a	- Hand Held Mic Shure PG 58	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
1b	- Receiver Shure SVX4	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
1c	- Black XLR wire 1m	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
1d	- Power Cable 2 PIN	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2	Sky Blue purse with Demo Mic	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2a	Black Pouch with Label A	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2ai	Receiver BLX1 M17	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2b	Black Pouch with Label B	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2bi	- Demo Mic Shure MX 15C3	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2bii	- Lap Mic Black Shure	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18
2c	- Receiver BLX 4	1	1		Niraja Samant	08-12-2018	To deliver to The Club 08/12/18

HANDLING ISSUES



HANDLING ISSUES

- Awkward questions
- Get the energy moving
- Complaints
- Internet
- Venue issues
- Emotional Hi-jack



AWKWARD QUESTIONS



AWKWARD QUESTIONS

- Re-clarify their questions
- If you do not know the answer – say so!
- Surface any assumptions
- Answer the question behind the question
- Ask the group
- Park it



AWKWARD QUESTIONS



- Answering system
 - Acknowledge
 - Clarify
 - Answer
 - Check
- Agreement frame
 - I agree and...
 - I appreciate and...
 - I understand and...
- Because frame



PRACTICE MAIN ROOM

ASKING AWKWARD QUESTIONS

- Ask questions
- Answer
- 6 minutes total (2 minutes each)

LIST OF AWKWARD QUESTIONS

LIST OF AWKWARD QUESTIONS

1. Are you judging me?
2. You are always ignoring me.
3. Why can't you make me a priority?
4. Why can't you take my question?
5. You are answering only the same set of people.
6. I don't like your tone.
7. What is healing?
8. The tools that you taught made no impact. What do I do?
9. You taught me how to not overthink. Now I am overthinking about overthinking.
10. Then it is better for me to directly go and learn from your mentor?
11. If people try to pry into your personal story while you have given a high-level overview of the story.



ENERGY MOVING

GETTING THE ENERGY MOVING



- Tuning into the group energy
- Humour
- Stories
- Laughter
- Dancing
- Water
- Energy Flow®

ENERGY FLOW® EXERCISES SUMMARY TABLE

EMOTIONAL FREEDOM TECHNIQUES (EFT) FACILITATOR SUMMARY TABLE - ENERGY FLOW® EXERCISES

	Name	What is it for?	How does it work?	Steps	Benefits
1.	Crown Pulling	The purpose of this exercise is to release tension, promote relaxation, and stimulate energy flow by applying gentle pressure and movement along the forehead's hairline.	The pulling motion, combined with deep breathing, contributes to the release of tension held in the forehead and surrounding areas. This can be especially beneficial for individuals experiencing stress, headaches, or mental strain.	1. Join the index fingers and middle fingers of both hands together. 2. Place those two fingers of each hand on the middle of the forehead at the hairline (top centre of your forehead) and press it lightly. 3. Take a breath in. 4. As you breathe out pull the fingers along the hairline. 5. Gently press your entire forehead using two fingers and breathe deeply.	This can help to reduce stress, clear the mind, and enhance energy flow. It stimulates the stomach, gallbladder and bladder meridian.
2.	Eyebrow Pulling	The exercise may be aimed at promoting the smooth flow of energy. The pulling or massaging motion can help relax facial muscles and	Applying pressure and movement along the eyebrows can stimulate acupressure points, potentially promoting the flow of energy in the	1. Place the index finger and middle finger at the start of the eyebrow at the bridge of the nose. 2. Take a breath in. 3. As you breathe out, pull the fingers along the eyebrows until you reach the temple.	It lowers physical tension, headaches, worry, and stress, and promotes sleep. It stimulates the gallbladder, bladder, and triple warmer meridian.



PRACTICE MAIN ROOM

ENERGY FLOW EXERCISES

- Tantrum Release
- 5 minutes total

GETTING THE ENERGY MOVING



- Tuning into the group energy
- Humour
- Stories
- Laughter
- Dancing
- Water
- Energy Flow®
- Breaks
- When to quit!



COMPLAINTS

COMPLAINTS PROCESS



- Listen 1:1
- Acknowledge
- Own up
- Offer what you would do differently
- Make amends (money back)
- Inform VLC for complaints procedure, if needed



INTERNET ISSUES

INTERNET ISSUES

- Have a back up internet source
- Appoint another to take over





VENUE ISSUES

VENUE ISSUES



- Payment
- No show – last minute cancellations
- Hecklers
- Complaints
- Fire alarm
- Late delegates
- Talking delegates
- Sleeping delegates
- Unhelpful Assist team



EMOTIONAL HI-JACK

TRIPLE POINT CALMER: EMOTIONAL HI-JACK



1. Tap under the eye.
2. Tap under the collarbone.
3. Tap under the arm.



ACKNOWLEDGEMENTS



ACKNOWLEDGEMENTS

PRESENTING EFT POWERFULLY TO GROUPS

- Gary Craig, founder of EFT
- Tapping Solution
- Dr Rangana Rupavi Choudhuri (PhD)
- Vitality Living College
- Certified EFT Practitioner, ICM Practitioner, EFT Facilitator
- Clinical EFT with Vitality Living College
- Energy Flow®



TALK ABOUT YOUR QUALIFICATIONS

PRESENTING EFT POWERFULLY TO GROUPS

Trust badges - Trained and certified by Vitality Living College





DR RANGANA RUPAVI CHOUDHURI (PHD)

- Diagnosed with Cancer in 2001, then self-healed with alternate therapy and coaching.
- Used to get a daily migraine, debilitating pain in the neck and shoulders.
- Learned a clinically proven technique, EFT Tapping, which calms down stress in seconds to have no more migraines.
- Has coached and supported 1000s of people in one-to-one sessions and trained over 37,200+ people to feel calm, healthy, happy and at peace.





BREAKOUT ROOM

ENERGY DEMONSTRATION

- Tantrum Release
- 5 minutes total



NEXT STEPS

PRESENTING EFT POWERFULLY TO GROUPS

1. **Update:** Your personal development log, <https://vitalitylivingcollege.info/wp-content/uploads/2025/11/Personal-Development-Log-EFT-Facilitator-Supervision-Mentoring-21.11.2025.pdf>
2. **Optional Practice: A 60-minute one-to-one Masterclass to introduce your topic**
 - Use the seminar plan (syntax) to map out your masterclass
 - The video needs 10 people, gallery view (see speaker, slides and audience), keep a recording for yourself and as a back up.
 - Share your video audit before your next class
 - Provide video footage of any areas you need help in
2. **Prepare:** A 45-minute Masterclass or Section of your program
 - Use the seminar plan (syntax) to map out your masterclass / section of your program.

SEMINAR PLAN



MASTERCLASS FORMAT

HELP YOURSELF & OTHERS HEAL

EFT MASTERCLASS

Fast Therapeutic Results
Feel happy, at peace & relaxed

<https://vitalitylivingcollege.info/wp-content/uploads/2025/10/EFT-MASTERCLASS-8-OCTOBER-2025.pdf>

MASTERCLASS SYNTAX

Introduction to Emotional Freedom Techniques Syntax			
Emotional Freedom Techniques Emotional Well-Being for Health and Happiness Feel happy, healthy, confident and calm			
	Purpose	Time	
Preparation beforehand • Set up room with chairs in a U shape (for bigger audiences theatre shape) • Water available for every delegate • Name badges if larger audience so you can call them by their preferred name • Meditate at least 30 mins beforehand – see every delegate as already healed, realized, whole, happy, confident and love – 3 OMs – Wish the highest and best – Surrender to Grace (your form of GOD) – Feel yourself as an instrument – Visualise a bright white light coming down from the crown, down the spine, down into the ground sending back up a violet flame – transforming, transmuting and protecting (repeat 3 times) – Surround the whole room with light welcoming all angels, gods, goddesses, healing masters so each delegate may awake into their own truth and realise the importance of the work and be motivated to take the next step		55	
State Management – Know your triad – Get yourself in your optimal state • What is the state you need as a trainer – what is your body posture like, where are you breathing from, what are you saying to yourself? • What are the qualities of a good trainer? What are the qualities of a great trainer? • What do you have to believe in order to believe in yourself? • Who are you when you are training? Who are you really? • What is the identity of a Trainer? • Body, Breathing, Words • Always speak from the heart		5	

SEMINAR PLAN

MY FACILITATOR TRAINING SEMINAR PLAN

START GOAL: CERTIFICATION SEMINAR PLAN

Title of seminar, workshop, or program:

Sub-heading:

Audience:

Length: 45 minutes

Time	Topic and Purpose	Details
Why Frame (Imaginative learners) What is the purpose and relevance of what they are learning?		
0 mins (3 mins)	• Doors open • Music • Eye contact (Rapport) • Welcome or • Get straight into it or • Host introduces – Group host	

SEMINAR PLAN EXAMPLE

MY FACILITATOR TRAINING SEMINAR PLAN

START GOAL: CERTIFICATION SEMINAR PLAN

Title of seminar, workshop, or program: *Pause. Breathe. Heal: A Journey into Stress-Free Living*

Sub-heading: Freedom from Stress

Audience: Ladies

Length: 45 minutes

Time	Topic and Purpose	Details
Why Frame (Imaginative learners) What is the purpose and relevance of what they are learning?		



SUMMARY

PRESENTING EFT POWERFULLY TO GROUPS

1. Sharing circles
2. Tapping circles
3. Logistics and administration
4. Handling issues
5. Next steps (Seminar plan)

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