



**Your Guide  
for the  
Journey**

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## CHANGE. YOUR. WORLD.

Welcome to the CYW Journey! This journey is for anyone willing to learn and live good values, value other people, and collaborate with others. Here is what to expect when you start Transformation Tables:

### The Journey Begins with Transformation Tables Phase 1: Values Tables

Start Transformation Tables today. Lead a group for **six weeks of values-based, people-centric** Values Table lessons, addressing universal values that have the potential to make us bigger on the *inside* than on the outside. Transformation Tables meet in person or virtually for **one hour each week**.



### Values Table Lessons

- HOPE
- LISTENING
- VALUING EVERY PERSON
- INTEGRITY
- FORGIVENESS
- MULTIPLICATION

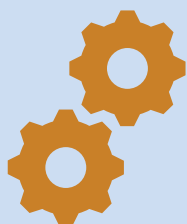
### Action Table Lessons

- THE LIFESTYLE OF SUCCESSFUL PEOPLE
- YOU CAN MAKE YOUR LIFE A GREAT STORY
- PUTTING YOUR PURPOSE INTO ACTION
- EVERYDAY ESSENTIALS FOR SIGNIFICANCE
- WORKING TOGETHER TO MAKE A DIFFERENCE
- CREATING A MEANINGFUL SCORECARD



### Continue the Journey with Phase 2: Action Tables

After completing phase 1 of Transformation Tables, continue with us to phase 2, an Action Table! Following the same **six-week format (one hour per week)**, lessons in these tables shift the focus to moving collaboratively and strategically from good intentions to *good actions*.



### Unlock the Action Center

Once both phases of Transformation Tables - Values and Action Tables have been completed, you will unlock access to a toolbox full of resources to help you design a unique Action Plan for changing your world!

# Facilitator Instructions

## Registering an Account



You can register to become a Facilitator by clicking “Start Table” at [changeyourworld.com](http://changeyourworld.com). This will take you to create an account.

Once you have filled out the registration form to **create an account**:

- 1) Check your inbox, junk, or spam for an email from [changeyourworld@email.johnmaxwell.com](mailto:changeyourworld@email.johnmaxwell.com) to **activate** your account and follow the link to go back to your Dashboard.
- 2) Click Start to watch the Training Video and take the quiz that follows.
- 3) You will see these options on your Dashboard:
  - 1) Lead a Private Table (unlocks after Facilitator Training is complete)
  - 2) Action Center (unlocks after Values & Action Tables are completed)
- 4) To start your table, follow the steps on Page 6 to create your values table.
- 5) If you have not already taken the Assessment (available on the home page), you will be asked to take it after you create your table and/or when you go to your table. In the box that says “Pre-Assessment,” click “Take Assessment.”
- 6) If you have already taken your assessment on our landing page, click “Already Completed?” to submit your email address and populate your results within your table. This is required to access your lessons.
- 7) After taking the Pre-Assessment, you will receive an email with details about your results. You will also see icons in the Pre-Assessment box at the top of your table that display your Highest and Lowest scored values from the 6 values that will be covered during Values Tables.
- 8) Head to Page 5 to learn more about using the platform to Facilitate Transformation Tables!

# Facilitator Instructions

## 3 Things To Know Before You Start A Table



Make sure you know what **time and day** of the week you want to facilitate your table! Choose a location or make it virtual!



If you choose to lead a **virtual meeting**, you will need to provide the URL link for your virtual conference room when you create your table. Use your preferred platform: Teams, Zoom, Google Hangouts, or any other will work. If you need more information on how to create a virtual meeting, check out the links below:

Zoom

<https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>

Google Hangouts

<https://support.google.com/a/users/answer/9300131?hl=en>



You will need the **email addresses** for the people you'd like to invite. Make sure to have those on hand when you create your table. ChangeYourWorld.com will send each an invitation from [changeyourworld@email.johnmaxwell.com](mailto:changeyourworld@email.johnmaxwell.com) when you submit their email addresses on the table registration page. Submitting your participants' email addresses sends them a unique registration link to join your private table.

# Facilitator Instructions

## Phase 1: Creating a Values Table



1. On your Dashboard, select “Lead a Private Table.”
2. This will take you to a page to fill out the table details. Choose Values Table for your Type of Transformation Tables, and you will create your table with the details for whatever fits your availability.
3. You will also decide if you want to hold this table virtually or in-person. Add your URL link for a virtual meeting or the address of your physical meeting location.
4. Submit the emails of the participants you are inviting to the table! This will allow our website to send them an email with a unique link and an invitation to your table.
5. Your table will show 0 participants until your participants accept the invitation in the email and create their own accounts (see Page 8). Once they accept the invitation, register, and verify their email, you will see their name on your table.
  1. You can add additional participants by hovering over the 3 grey dots to select "Invite Others."
  2. You can also use the Invite Others tool to re-send a new registration link if your participants have not yet registered and activated their account or are not showing in your table.
6. Send your participants a greeting email by hovering over the three grey dots on your table page. Click Send Email. Remind them to take the Pre-Assessment! You can view a template email [here](#).

# Facilitator Instructions

## Phase 2: Creating an Action Table



Action Tables consist of 6 lessons over 6 weeks (just like Values Tables) but are focused on learning to move from good intentions to good actions.

After the Values Table Post-Assessment, participants will have the opportunity to decide to continue through to Action Tables with their same group.

- 1) As a Facilitator, create your Action Table the same as you did your Values Table, by choosing “Lead a Private Table” on your Dashboard. See page 6 for more details.
- 2) **Select Action Table for your Transformation Tables type.** If you are continuing with the same group, you will simply need to use the same email addresses for your participants to invite them to your table. They will receive an email invitation but will not need to make a new account.
- 3) This email invitation will again come from [changeyourworld@email.johnmaxwell.com](mailto:changeyourworld@email.johnmaxwell.com) and will have a specific registration link to add your participants to your Action Table. Be sure they have completed the post-assessment to your Values table before inviting them to join an Action Table.
- 4) After Action Tables, you will have access to the Action Center, which includes Action Plans, Tools, and other resources to help you continue your journey to Change Your World.

# Participant Instructions

## Accepting an Invitation to a Private Table



- 1) Go to your inbox to find the Invitation email sent by your facilitator through [changeyourworld@email.johnmaxwell.com](mailto:changeyourworld@email.johnmaxwell.com). (Check Junk, too.)
- 2) Click the words **“Accept Invite”** to accept the invitation and sign up as a Participant! **This is a unique link to add you to your table. Make sure to click it only once.**
  - **\*Note: Please wait to click this link until you are ready to create your account!**
- 3) This **registration link** will let you create your account. Enter your personal information. **Here you will need to create a username and password.**
- 4) Once your account has been created, check your email for a verification email. Click **Verify Email**, the blue button with the **link**, to activate your account. This will take you back to your Change Your World Dashboard.
- 5) On your Dashboard at [ChangeYourWorld.com](http://ChangeYourWorld.com), you will see your table. This is the table to which you were invited!
- 6) If you have not already taken the Assessment (available on the home page), you will be asked to Start your Pre-Assessment. Click **“Take Assessment.”**
- 7) After taking the Pre-Assessment, you will receive icons in the Pre-Assessment box that display your Highest and Lowest scored values from the 6 values that will be covered during your Values Table. You will also receive an email with more details about your scores!
- 8) Back in your table, you will see 6 Lessons. These lessons will be available to download the day of your table. Your Facilitator can also make them available earlier to you, should s/he choose to do so.
- 9) Once the lesson is available to download, you will receive an email telling you that the lesson is available. Click the link to download your lesson. Sign in and you will see a blue **“Download”** button in your Lesson box. Click **Download**, and a PDF will open in your browser. You can either return to this screen before your lesson to access the lesson again, or you can save the lesson to your device.
- 10) Prepare for your first meeting by having your Lesson material accessible to read and to mark up. You will be asked to underline the content and answer questions.
- 11) You will continue lessons with your group for 6 weeks! Congratulations for joining the CYW Journey!



# Accessing the Materials: How to Download your Lesson



- 1) Once a participant has been added to a table, s/he will see each Lesson showing in a separate box on the table. Lessons are only available to download after being unlocked. Also, a completed pre-assessment is required to download lessons.
- 2) Select “Go to Table” to go to a specific Active Table on your Dashboard.
- 3) When a lesson is unlocked, participants will receive an email to let them know a lesson is available to download.
- 4) The lessons will become automatically available on the lesson start date. All users will see a blue “Download” link when the lesson has been unlocked. After clicking this link, users will see the lesson in a PDF format available to save/download. You can come back to this screen to redownload lessons should you need them.
- 5) Facilitators also have the option to “unlock” a lesson earlier by clicking the three dots in the lesson box.
- 6) After the post-assessment on a table is completed, lesson downloads can be found under Settings -> History.
- 7) Remember to have your downloaded lesson available to underline and write in during your time at the table.

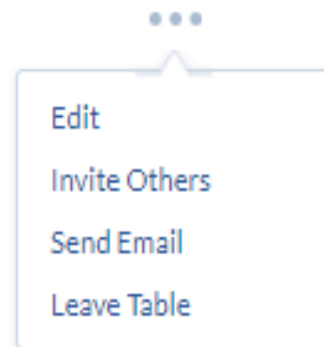
# Troubleshooting

## Meet your Digital Community Manager, Jeannine!

Jeannine Causey works behind your Dashboard to support you by making sure your tables and the website continue to run smoothly. You can contact her at Support at [changeyourworld.com/en/contact](https://changeyourworld.com/en/contact), but we've listed some solutions you can try first! If these solutions don't resolve your issue, please send Jeannine a detailed request. Her response will come from our Contact Us email, [cyw@maxwellleadership.com](mailto:cyw@maxwellleadership.com). Please be sure to save this Support email to your Contacts.

## Editing your Table and Communicating with Your Participants

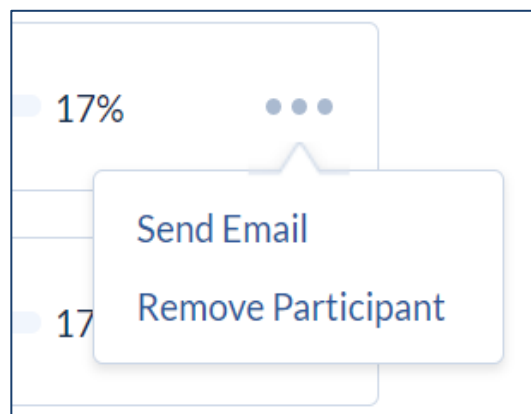
- To edit your table, go to your table and hover over the three grey dots in the top right corner. You can edit the date, time, URL, and meeting details.
- Before your first lesson, click Invite Others to resend invites to those who missed your first invitation.
- Before your second lesson, if you want to invite more participants, click Invite Others. Simply submit their email addresses, 3 at a time. CYW will send the invitation.
- To communicate to the group, send everyone an email.
  - You can send a welcome email to the group to let everyone know you're excited to lead the table.
  - You can follow up mid-week to see how participants are doing with their action step.
  - You can view template emails [here](#).
- If you need to leave the table and cannot continue facilitating for your group, first communicate with your participants. Then click "Leave Table" to send Jeannine a request to remove you. She will get in touch and remove you from the table.



# Troubleshooting

## Communicating with Individual Participants

- If you need to communicate with only one of your participants, go to your table and hover over the three grey dots next to their name. You can send them an email.



- If you have a participant that has not downloaded the material or shown up to a meeting before Lesson 2, please reach out to them through this option. Ask if they would like to continue with the group for the next meeting. Participants should attend 5 out of 6 lessons, if possible, for the best experience in completing Transformation Tables. You can view a template email [here](#).
- If a participant does not attend and is not responding to you, after Lesson 2, or if s/he has missed two or more lessons, please send them an email letting them know they will be removed from the table. You can then select Remove Participant to do so.
- If a participant is having trouble with the website, please encourage participants to contact us directly with a detailed account of any issues. Support can be found on the [changeyourworld.com](http://changeyourworld.com) landing page even before a participant registers or logs in. Support is also available on the Dashboard.
- To resolve issues in a timely manner, please encourage participants to reach out to Support directly at this link: [www.changeyourworld.com/en/contact](http://www.changeyourworld.com/en/contact)

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#### Why should I use the [changeyourworld.com](https://changeyourworld.com) platform?

Changeyourworld.com allows you to both facilitate and/or participate in Transformation Tables. You will need to create an account on this website to do either. Registering allows you access to the platform to lead tables. An invitation to a table allows you to participate.

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#### I registered to become a Facilitator at the Virtual Summit in December 2020. Does this mean I have an account on [changeyourworld.com](https://changeyourworld.com)?

No, it does not. If you registered on [join.changeyourworld.com](https://join.changeyourworld.com) in December 2020, you would still need to register by creating a new account with us on [changeyourworld.com](https://changeyourworld.com) to facilitate your Transformation Tables.

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#### How do I register as a Facilitator on [changeyourworld.com](https://changeyourworld.com)?

Go to [changeyourworld.com](https://changeyourworld.com) to get started. Click Start Table and fill out our registration form. Activate your account by verifying your email when you receive our verification email from [changeyourworld@email.johnmaxwell.com](mailto:changeyourworld@email.johnmaxwell.com).

If you have already registered, you can become a facilitator by signing in with your username and password and going to Settings through your Dashboard. There you will find the option to volunteer as a Facilitator. Clicking Yes will take you to our training video and quiz, helping you through the training process.

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#### How do I create a Private Table?

After you have registered and completed your Facilitator training, on your Dashboard click "Lead a Private Table." This form will allow you to create a table to invite people you know to become participants. You will select the time, date, and type of meeting (virtual or in-person) for the group, but make sure everyone agrees to your start date/time. You will enter the email addresses of all participants who are ready to join you for Transformation Tables.

## FREQUENTLY ASKED QUESTIONS

### How do I invite my participants to my table?

When creating Transformation Tables, there will be the option to invite people directly to your table by providing their email addresses. Submitting their email addresses to our website through the table registration form will send your participants an invitation with a link to register for your table. Clicking on this link will take your participant to a page to create a new account on [changeyourworld.com](http://changeyourworld.com). Once an account is created and activated, your participant will see your table on the Dashboard, and each participant will appear on the right side of your screen as a participant on your table.

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### My participants aren't showing up to my table. What do I do?

If you have invited participants to your table, they will receive an email inviting them to join the table. Participants will appear on your table after they have accepted the invitation, registered, and activated an account on [changeyourworld.com](http://changeyourworld.com).

If a participant did not receive the email, please submit an email for each participant to invite them again. Ask them to check spam/junk for an email from Change Your World - [changeyourworld@email.johnmaxwell.com](mailto:changeyourworld@email.johnmaxwell.com).

If a participant has not received the registration email, please use the Invite Others tool on your table to re-invite a participant. This will send a new link.

If any participant is still having trouble getting registered or getting added to your table, the participant can submit a specific request for help through the Support option here: [www.changeyourworld.com/en/contact](http://www.changeyourworld.com/en/contact).

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### How do I get access to the lesson materials?

Once you have taken the Pre-Assessment, the lesson materials will unlock (be available for download) for the Facilitator and the Participants the morning of the start date of the lesson.

Both Facilitators and Participants will sign in at [ChangeYourWorld.com](http://ChangeYourWorld.com) to go to their table on the dashboard. Click on the blue "Download" link that will pull up the lesson PDF. (The Facilitator has the option within the table to unlock lessons before this time, but we ask that you wait to unlock lessons until you are sure all your participants are on your table.)

## FREQUENTLY ASKED QUESTIONS

### Can't I just email the lessons to my participants?

It is very important that participants use the table on their dashboard to access their lessons. When a user selects "Download," this marks his/her progress in the table and tracks attendance, too. If a user does not download the lesson, the user will not be marked present for that lesson (even if a user attends the meeting). If a user is marked absent for 2 lessons, that user will be removed from the table. Commitment and accountability are key components of change, and we have designed [changeyourworld.com](http://changeyourworld.com) with these in mind.

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### What do I, as a Facilitator, need to do before the first lesson?

To prepare as a Facilitator, all you need to do is watch the Training Video and complete the Training Quiz. You can also watch the Transformation Tables example video on our table registration page or [HERE](#) to see what a table looks like.

Before the first lesson, make sure your participants are showing on the right side of your screen in the list of participants on your table. Encourage each user to download the lesson material before you start each lesson.

You will be participating alongside your participants, so you do not need to prepare to teach. You are simply leading the way through the material and being a good example.

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### Where can I see the URL meeting link I provided to my table?

Once you have created a table, the boxes for each lesson will have a "Details" section. Click the symbol next to "Details" to see the meeting details, including the URL link.

If you need to change the details of your meeting, you can let your participants know directly. You can also make these changes to show on your table by clicking on the Edit Tool found at the top right of your table.

For a unique change to your table, please [Contact Us](#), submitting a specific request under the "Support" option on your Dashboard at [changeyourworld.com/en/contact](http://changeyourworld.com/en/contact).

**What is  
ChangeYourWorld.com?**

ChangeYourWorld.com is the platform for the Change Your World Movement! It all began with a book written by John C. Maxwell and Rob Hoskins, titled *Change Your World*, which serves as a guide for how anyone, anywhere can make a difference.

We've created this platform to equip anyone willing to learn and live good values, value people, and collaborate with others. On the platform, users have access to our free values-based, people centric leadership development lessons, when joining Transformation Tables.

**How is  
ChangeYourWorld.com  
connected to the  
Change Your World  
book by John C.  
Maxwell and Rob  
Hoskins?**

John C. Maxwell and Rob Hoskins share their decades of experience bringing transformation to communities in their book, *Change Your World*. They have positively impacted millions of lives over the past several decades. They use the book to distill the key principles necessary to bring about transformation. They talk about the value of values, collaboration, and strategy, and the content covered in the tables focuses on these key ingredients to transformation.

We recommend reading the book as the starting point to your journey; however, it is not required in order to start Transformation Tables!

**What are  
Transformation Tables?**

Transformation Tables (both Values & Action Tables) are values-based, people centric, leadership lessons experienced in a group setting. We refer to these groups as "tables," and each table consists of 4-8 people who are led by a facilitator in roundtable discussion. The table will meet for one hour a week for an initial commitment of six weeks.

**Is there a cost to join  
Transformation Tables?**

No! Transformation Tables are completely free! This platform was created to make these tables accessible to anyone, anywhere, who wants to make a difference!

**What does it mean to be  
a Facilitator?**

The facilitator plays an important role in Transformation Tables. Facilitators model the process, encourage participants and set up the logistics for the group.

## FREQUENTLY ASKED QUESTIONS

### What can I expect if I choose to lead Transformation Tables as a Facilitator?

- Facilitators lead tables as volunteers and are not paid.
- Facilitators commit to using [ChangeYourWorld.com](https://www.ChangeYourWorld.com) to create tables and invite participants to join them at the table. A facilitator leads Transformation Tables, inviting each member to the group and supporting those participants in registering, joining the table, and completing the table within the platform.
- All users must complete Transformation Tables Phase 1, known as Values Tables, before moving on to Phase 2, Action Tables.
- Facilitators can lead multiple groups at one time; however, we recommend no more than 3 tables simultaneously. A facilitator can also be a participant in one table while facilitating another, but a user can only be a participant in one table at a time.
- Facilitators and participants alike can invite others to join them at the table before Week 2.

### What can I expect as a participant in Transformation Tables?

- Participants are expected to commit to one hour per week for six weeks of Transformation Tables.
- Participants will be expected to take a pre-assessment before downloading Lesson 1 with Transformation Tables.
- Participants sign into their accounts with [ChangeYourWorld.com](https://www.ChangeYourWorld.com) each week to download each lesson in preparation for each week.
- Participants are expected to engage in person or with cameras on virtually, reading portions of the lesson and following the example of the facilitator to participate in sharing during Transformation Tables.
- Participants also will be expected to complete a post-assessment after each phase of six weeks has been completed.

### May I invite friends to participate?

- Absolutely! If you have a friend you'd like to invite, check with your facilitator to be sure there is room at the table.
- If you'd like to lead Transformation Tables, you can become a facilitator and invite friends/family to be participants in Transformation Tables with you.
- If you are joining a table as a participant and there is an open spot in your group, you can invite a friend to join you. If you need help adding someone to your table, [Contact Us](#) by reaching out to our Community Manager at [Support](#) anytime.

### What are Action Tables?

- Action Tables are designed to help participants move from good intentions to good actions while being collaborative and strategic.
- Action Tables follow the same format as Values Tables, with participants engaging by reading portions of the lesson and following the example of the facilitator for one hour per week for six weeks.
- Action Tables also have a pre-assessment and a post-assessment before and after the lessons.



## FREQUENTLY ASKED QUESTIONS

### What is the Action Center?

The Action Center has been designed to help people learn a proven process for creating positive change. Tools, case studies, action plans, templates, and opportunities for next level coaching will be available upon completion of both Values and Action Tables.

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### What is an Action Plan? How do I create an Action Plan and use the toolbox?

We are inviting you to create your own Action Plan detailing what you want to do to change your world whether it be in your home, neighborhood, or community. It will include your desired outcome, necessary action steps, and a timeline.

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### Why do I have to go through the Transformation Tables and the Action Tables to get to the Action Center?

Values are the principles that guide our decisions and behaviors. They are foundational to living out positive actions. We can see examples all around us of leaders who fall short because many leaders are not grounded in good values. Transformation Tables provide a foundation of good values, as well as an opportunity to experience personal transformation before trying to bring transformation to others. Action Tables are the key to learning how to take good actions. Many people have good intentions, and some even “take action,” but without intentionality the action may not be smart or strategic. Participation in the Action Tables introduces a process that will lead to good actions.

After completing two phases of Transformation Tables, we strongly believe you will be better prepared to use the resources available in the Action Center as you continue your journey of Transformation to Change Your World.

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### May I invite teens to my table?

### Where can I learn more about iLead, your youth curriculum?

We recommend Transformation Tables be with participants 18 and over.

However, the John Maxwell Leadership Foundation has created a values-based youth curriculum called iLead. Head to <https://www.jmlf.org/ilead/> to learn more! If you don't find the answer to a specific question, feel free to message us at Support or send us an email at [info@maxwellleadership.org](mailto:info@maxwellleadership.org).

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### Is Change Your World a faith-based initiative?

ChangeYourWorld.com is not a faith-based movement, although people of all faiths are invited to join us! John C. Maxwell and Rob Hoskins are convinced of one thing: "Transformation is possible for anyone willing to learn and live good values, value people, and collaborate with others to create a positive values culture." You can change your world.

EQUIP Leadership, Inc., has a faith-based initiative called Beyond Success. If you are interested, you can learn more about this program at <https://www.iequip.org/>