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**TYPICAL FORUM AGENDA**

The know-hows: Confidentiality, Commitment, Listening and Curiosity

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| **WELCOMING**  (10 min) | Confidentiality reminder, logistics (turn off electronic devices, meeting timing).  One-minute warm-up: “What emotion are you feeling?”  Is there anything in the way of you being fully present today? |
| **CHECK-INS** (15 min) | 3 min per person. Use Check-in Form to prepare. Each shares recent highs and lows, and names at least one important issue that is up for you now. Report on any accountabilities from last time. |
| **FAST FEEDBACK**  (5 min) | You may make a one-sentence observation about another’s update.  “***I notice that…”*** |
| **EXPLORATION**  (45 min)  (Moderator selects person to explore a challenge. Their challenge can be an accomplishment they are finding hard to complete or a leadership quality they wish to develop.)  (Peer coach may help person prepare.) | **Step 1: INQUIRE** (10 mins)  Explorer names an issue that’s difficult for them and why it’s important. Group ask probing questions to surface deeper desires and concerns;asked and answered, no discussion.  **DO:**Ask open questions(such as: What do you want? What is holding you back?)  **DON'T:**Give advice |
| **Step 2: EMPATHIZE** (10 mins)  Each reflects silently on feelings evoked and on similar experiences that happened to you. Group share feelings and learnings from similar experiences.  ***"When I hear this, it reminds me of a time when <my experience>"***  **DO:**Share what you felt and what you learned  **DON'T:**Say 'you' or 'we'(use 'I' statements) |
| Halftime check-in. Person shares benefit they got so far and asks for what they want or need from group now. (5 mins) |
| **Step 3: SUPPORT** (10 mins)  Explorer shares insights so far and asks for what will be most helpful now  Group express how you see the explorer growing and offer ways you can help  ***"I envision you expressing <quality>"***  **DO:**Describe a beneficial outcome  **DON'T:**Focus on the outer circumstance(say how you see the *person*is changing) |
| **Step 4: CHALLENGE** (10 mins)  Explorer commits to a measurable action and says how it’s challenging.  Select one person to hold explorer accountable and report back next time.  **DO:**Make sure the goal is specific  **DON'T:**Settle for an action that doesn't help the person to grow |
| **NEXT EXPLORATION**  (5 mins) | The last explorer is the peer coach who has a call with the next explorer to help them prepare to bring their challenge. |
| **HOUSEKEEPING**  (5 mins) | Date and plan for next meeting. What worked? What can we do differently? Reaffirm confidentiality. |
| **CLOSE** (5 mins) | Each expresses gratitude for something they take away from this meeting. |

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