

## Sample Leader Circle Agenda

- I. Read out loud our Leader Circle Ground Rules and Touchstones:
  - a. Participate fully in Leader Circle
  - b. Follow the Touchstones
  - c. Communicate your needs. If your needs are not being met, say so.
  - d. Respect other members' needs, and the way they desire to receive support.
  - e. Be on time, and end on time, including taking no more than the prescribed time during the opening check-in as well as when you are the presenter
  - f. Assure confidentiality
  - g. Manage your time slot, and come to the session clear about what kind of support you want. Help your Leader Circle to help you.
  - h. All contributions are honored.
  
- II. Check-in –opportunity (for up to a minute or so) to check in and update the group about something in their work and lives that they want to share.
  
- III. Review Guidelines for supporting each other in our Leader Circles
  - a. Presenter of Issue
    - i. Explain your objective/issue/priority in no more than 2-3 minutes
    - ii. Be brief in your descriptions and answers
    - iii. Explain your objective/issue/priority in terms of the **here-and-now/current**.
    - iv. Describe your feelings about your objective/issue/priority, when applicable.
    - v. Use **“I” statements** as much as possible in your explanations.
    - vi. Be clear about the type of support you want: honest, open questions or resource sharing.
  - b. Supporting Others
    - i. Listen closely, focusing on presenter's objective/learning goal.
    - ii. Be concise.
    - iii. Ask useful questions about the **presenter's** perspectives, assumptions, actions, etc.
    - iv. Limit advice and discussion.
    - v. Help the presenter come to specific actions and learning, where applicable. Towards the end of the 15-minute session, participants might consider asking questions that can help the presenter come to specific learnings and actions they can take to move things forward (i.e. “What is one thing you might do in the coming weeks to bring this to reality?”)
    - i. Intervene if the Leader Circle gets off track. A friendly way to do this is to say, “We have (x-number) minutes left. Where would you like to go from here?”

#### IV. Managing Time Slots

- a. Each person gets the same amount of time to be helped in each meeting.
- b. Ask for a volunteer to go first and decide on the order you will go in.
- c. The presenter describes their objective/issue/priority in no more than 2-3 minutes, and asks for the kind of support they want during their time slot (i.e. questions or sharing resources)
- d. It works best when each member actively supports the presenter during the presenter's time slot.
- e. At about 2 minutes before the end of a presenter's session, the facilitator should quietly inform the circle that there are 2 minutes left. As a presenter's session approaches 15 minutes, the facilitator should try to find a good time (before another question is asked) to say that time is up, and invite the group into a minute of silence when the presenter (and anyone else who wants to) can note down learnings and actions on the bottom half of their Monthly Participant Session Form.
- f. After the minute of silence, invite another volunteer to go next.
- g. When it's time for the facilitator to be the presenter, someone else should agree to watch the time.

#### V. Closing

- a. *Capture Actions & Learnings* - Invite each person to continue filling out the sections in the session form provided in response to "Things I learned in this session that I want to remember and use" and "Actions I will take prior to our next session."
- b. *Share Learnings Out Loud* – Ask the group if anyone wants to share any of their learnings from today's session.
- c. Confirm the next session's date and time and invite someone to commit to facilitate that session.
- d. *Closing Circle* – Provide space for each participant (if they choose) to articulate one brief appreciation for the time they have just spent together.