Forum Meeting Quick Reference Guide

Forum Cornerstones

Confidentiality
“What’s said in the room stays in the room.”
Do not repeat anything, to anyone, ever.

Gestalt Language Protocol
“Speak only from experience”
Gestalt Language Protocol creates a supportive environment for people to be open and sharing fully by using language that is:
» non-judgmental, and
» non-threatening

Personal Responsibility
» Your commitment to making Forum a great experience is critical
» The value of Forum is directly proportional to your level of participation

Monthly Update - Cheat Sheet

<table>
<thead>
<tr>
<th>What Happened</th>
<th>Significance</th>
<th>Feelings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forum Presentation

<table>
<thead>
<tr>
<th>Action</th>
<th>Leader</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality Reminder</td>
<td>Coach</td>
<td>&lt;1 min</td>
</tr>
<tr>
<td>Communication Starter</td>
<td>Coach and Forum</td>
<td>30 sec per person</td>
</tr>
<tr>
<td>Presenters Expectations</td>
<td>Coach</td>
<td>1 min</td>
</tr>
<tr>
<td>Presentation - no interruptions</td>
<td>Presenter</td>
<td>10-20 mins</td>
</tr>
<tr>
<td>Questions - to seek clarification</td>
<td>Coach and Forum</td>
<td>10-20 mins</td>
</tr>
<tr>
<td>Silence</td>
<td>All</td>
<td>3 mins</td>
</tr>
<tr>
<td>Experience Sharing</td>
<td>Coach and Forum</td>
<td>3 mins per person</td>
</tr>
<tr>
<td>Takeaway Value</td>
<td>Presenter</td>
<td>3 mins</td>
</tr>
<tr>
<td>Individual Value Gained</td>
<td>Forum</td>
<td>&lt;1 min each</td>
</tr>
</tbody>
</table>
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Forum Meeting - Agenda

Fast Check In

» Welcome
» Reminder to turn off electronic devices
» One-word open to gauge group's mood

Confidentiality Reminder and Communication Starter

» Quick reminder of confidentiality commitment
» 1-minute per person on a communication starter that encourages self-disclosure and inclusion

Updates

» Be prepared before the meeting
» 5 minutes per update
» Be open and honest when you talk
» Reveal the significant things happening in your life: the opportunities or issues that are keeping you awake at night
» Share the facts and your feelings

Presentation #1

» A schedule Presentation of up to 60 minutes
» Looking for Quadrant 2 topics that reflect goals or aspirations people seek to achieve, but may have a roadblock impeding their success

Presentation #2
(if required)

» An impromptu Presentation arising from the Updates
» This will be a Quadrant 1 topic that reflects something highly important and urgent, a crisis that someone is dealing with

Housekeeping

» Affirm next meeting time and location
» Retreat plans
» Tips for others
» Debrief on what worked and what didn’t work