



Four-Hour Meeting Agenda

SEGMENT	ACTIVITY	MINUTES
FAST CHECK-IN	Welcome Reminder to turn off all electric devices Check-In <ul style="list-style-type: none"> • A few words, primary emotions, MERPS, etc. 	5
CLEAR THE AIR	Do you have an issue with any other member or the Forum that would keep you from being fully engaged today? <p style="text-align: center;">[ISSUE CLEARING HANDOUT]</p>	1 - 30
CONFIDENTIALITY	Confidentiality reminder Optional confidentiality exercise / case study / “near misses”	1 - 5
ROLES & RESPONSIBILITIES	Appoint time keeper (use a buzzer or iPhone) Appoint scribe for Parking Lot	1
UPDATES	5 minutes to prepare <ul style="list-style-type: none"> • Stretch 10% • What’s happened? What am I thinking about? • Why is that significant to me? • How do I feel? Each person gives 4 minute update <ul style="list-style-type: none"> • Listen without interruption <p style="text-align: center;">[UPDATE SHEET HANDOUT]</p>	45
“I NOTICED”	Each person notices one thing about one person <ul style="list-style-type: none"> • Pass the ball • What did you connect with? Notice connections. What is missing? What can you affirm? 	5 - 10
PARKING LOT	After Updates each Forum member reports his or her key issue: <ul style="list-style-type: none"> • “If I were to explore something in my own life more deeply today, I would explore...” Ranking and voting <ul style="list-style-type: none"> • Is it both urgent and important or just important? • “If it were up to me...” 	10 - 15



Four-Hour Meeting Agenda (Cont'd)

SEGMENT	ACTIVITY	MINUTES
EXPLORATION SELECTION	By volunteering, vote, or judgment of the Moderator choose 1 or 2 people to explore more deeply <ul style="list-style-type: none"> • “Are you willing to explore?” • Recommended: choose 1 person to explore at next meeting 	<1
BREAK / COACHING	Each person exploring receives 5-7 minutes of coaching <ul style="list-style-type: none"> • Help the exploring person to find the real question / issue <p style="text-align: right;">[COACHING HANDOUT]</p>	10
COACH PRESENTATION / EXPLORATION SET-UP	Coach sets up exploration / presentation <ul style="list-style-type: none"> • Purpose, confidentiality, boundaries, obstacles, feelings • What is it like to walk in the Explorer’s shoes? 	5
EXPLORATION / PRESENTATION 1	<p>Explorer: Presentation of issue (uninterrupted)</p> <ul style="list-style-type: none"> • Background, current situation, expectations for the Forum <p>Moderator recaps purpose of exploration / primary question</p> <ul style="list-style-type: none"> • Forum asks clarifying and thought-provoking questions <p>Minute of silence to ponder what sharing is most valuable</p> <p>Moderator facilitates feedback:</p> <ul style="list-style-type: none"> • Members are asked to share their experiences • What experience leads to your idea / suggestion? <p>Moderator checks with explorer, “Did you get what you wanted?”</p> <p>If not, have a second round for that request</p> <p>Each Forum member states: “The value I got for myself”</p> <p>Closure</p> <ul style="list-style-type: none"> • Presenter shares specific value gained • Presenter can request follow-up and ongoing support • Scribe hands notes to the presenter • Close with reminder of confidentiality 	<p>5 - 20</p> <p><1</p> <p>10 - 15</p> <p>1</p> <p>15 (-2/person)</p> <p><1</p> <p>0 - 10</p> <p>5</p> <p>5</p>
BREAK		10



SEGMENT	ACTIVITY	MINUTES
EXPLORATION / PRESENTATION 2	Depending on time and need, repeat exploration process	45
CLOSE MEETING	Member notes & flip charts destroyed What worked for the meeting? What could improve? Recap Confidentiality	10
CHECK OUT	My "Take Away" from today...	5

Notes

“I Noticed”, Items to Discuss, Housekeeping, Etc.:



Check-In: How are you feeling?

ANGER

Mad, Irritated, Frustrated, Livid

GRIEF

Sad, Upset, Disappointed, Depressed

FEAR

Scared, Nervous, Worried, Terrified

JOY

Happy, Excited, Grateful, Inspired

SHAME

Embarrassed, Dumb, Guilty, Humiliated

Emotion-Covering States:

Numb, Empty, Overwhelmed, Confused

Throw-Away Words

Use more expressive words than these:



Remember: “MERPS”

Mentally • Emotionally • Relationally • Physically • Spiritually

Issue Clearing Model

A CLEAR THE ISSUE

- Affirm a meaningful relationship
- “I have an issue I’d like to clear with you. Is now a good time?”
- “If not now, when?”
- “The specific **FACTS** are...” (Recordable facts; not judgments)
- “I make up a **STORY** that...” (I think...; In my opinion...; My judgment is...)
- “I **FEEL**...” (Mad, Sad, Scared, Happy, Embarrassed...)
- “My **PART** in this is...” (My role in creating or sustaining the issue)
- “And I specifically **WANT**...”

B LISTEN TO UNDERSTAND

- “Let me see if I understand you...” (Reflect or paraphrase without interpretation)
- After reflecting, ask: “Is that **ACCURATE**?” (If not, reflect again)
- “Is there **MORE**?” (Ask in a kind, genuine, curious voice)
- “Are you **CLEAR** about this?” (If yes, move on. If not, go back to “Is there more?”)
- Appreciate the person for clearing the issue
 - If Person B has an issue, A & B switch roles (B clear with A)
 - If you are both complete, continue...

A+B PROBLEM SOLVE TOGETHER

- Follow the guidelines
- Commit to curiosity
- Claim 100% responsibility



YPO Forum Update Sheet

Since Last Forum Meeting / Until Next Forum Meeting

	Content	Why is that SIGNIFICANT to me?	Feelings
Professional			
Personal			
Family			

Overall

Looking forward to...

Dreading...

Haven't let myself think about...

Presentation Topics

If I were to explore something in my own life more deeply today, I would explore...

If it were up to me, today I would want to explore...

Because...



Instructions: The coach reviews the questions in the Presentation Setup and Presentation Outline with the presenter. After the coach has helped presenter organize thoughts, the presenter will complete this form and refer to it during the presentation as needed.

Presentation Coaching

<p>Issue What is the issue to be discussed?</p>	
<p>Time</p> <ul style="list-style-type: none"> ▪ How much time is needed for the presenter to present the issue? ▪ 5 - 20 minutes 	
<p>Expectations</p> <ul style="list-style-type: none"> ▪ What are your expectations of the Forum? ▪ I want: input, opinions, ideas, shared experiences, information, caring or just listen. 	
<p>Confidentiality</p> <ul style="list-style-type: none"> ▪ Strict: Only the Presenter can bring up the issue. ▪ Regular: The issue can be discussed in confidential setting by Forum members. 	
<p>Obstacles</p> <ul style="list-style-type: none"> ▪ What are the obstacles you encounter when addressing this issue? ▪ Things that get in the way. 	
<p>Feelings List all of your emotions related to this issue. What is your primary feeling...mad, sad, glad, scared, ashamed?</p>	
<p>Optional Communication Starter Do you want to start with a Communication Starter. If so, the Coach and Presenter will create a feeling-based, fill-in-the-blank communication starter to set the tone and the mood for the presentation. For example: "When was the last time you felt?" "Tell us about a time that you..."</p>	



Presentation Outline

<p>Background What is the background history related to this issue? who? what? when? where? why? and how?</p>	
<p>Current Situation What is the current situation? What is going on today with the issue?</p>	
<p>Options What options are available to you? Do you have a preference?</p>	
<p>Future Implications What are the future implications as they relate to your various options?</p>	
<p>Call to Action Do you want a call to action? Do you want the Forum to hold you accountable?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," at the conclusion of the presentation and discussion, ask for someone in the Forum to hold you accountable.</p>