



Presentation Process

1. **One word open** – It's good to start with the presenter because the focus and the purpose of the presentation are to assist the presenter.
2. **Confidentiality** – "Everything that's said in the room, stays in the room."
3. **Communication Starter** – Warm up question *led by the coach*. (30 sec/person)
4. **Presenter's Purpose** – *The coach* lays out the purpose of the presentation, boundaries, obstacles, and the presenter's feelings. (1 min)
5. **Moderator Repeats** – The moderator repeats the purpose of the presentation and asks if the forum members are clear on that purpose.
6. **Presenter Presents** – Presenter describes the situation and is uninterrupted. The next section is dedicated totally to Q&A. (5-15 min)
7. **Q&A** – The moderator controls the order member participation by making a list of individuals in the order in which they raise their hands. Acknowledging each with a nod at the moment they are added to the list and to periodically let the group know who's on the list. (10 - 20 min)
8. **Silence** – This is time to think about the experience the members are about to share – no side conversations or phone calls at this time (3 min)
9. **Experience Sharing** – Members take turns in a clockwise order starting to the left of the presenter. Each member shares his/her experience. (no advice, 3 min/person)
10. **Presenter Summary** – This is a general summary of what the presenter is thinking as a result of the presentation – not a commitment to group. (3 min)
11. **One Word Close** – Start with the presenter. The focus of the presentation was to help the presenter.