



# *Your Leadership Checklist*

The number one way to be a dynamic group leader is to hold a tight container that allows for learning and growing to happen. Within that container, you will also want to keep it alive in the moment. Below is a checklist of ways to create and maintain that kind of safe and courageous space for your participants.

## **Have a Structure**

Use time blocks as structures: a time for teaching and time for interaction. A time for accountability and a time to talk about the homework.

Having a clear structure creates a consistently safe container. The participants can relax into the structure, which allows them to be authentic, access their creativity and cultivate vulnerability.

## **Have a Clear Beginning and Ending**

This makes it much easier for the participants to relax and be present in the moment rather than wondering what's coming next.

It respects people's time. It's professional and creates a container that holds the group solidly.

## **Have Members Share Respectfully**

Guide participants to share within a time limit. Teach them how to give feedback in a way that is empowering. You don't want one person to hijack the group or take up too much time with a story. Clarify the guidelines for sharing and giving feedback as part of your design from the start.

## **Weave Teaching and Interaction Together (If you include teaching)**

Do this in a way that allows for interaction from the group. It is easy for participants to drift off if too much one-way information is being given without some participation at regular intervals.

Participation sparks original thinking, invites new insights and curiosity, and brings participants together around a common theme.



### Include Simple Interactive Exercises

There is something magical that happens when the group does an exercise together. It doesn't have to be complicated. A simple question to ponder or a coaching wheel exercise followed by each person reporting on their experience.

This engages everyone and sparks an experience of what you are teaching. It can be playful. It gets people's attention and brings an aliveness into the space.

### Do a Demo or Coach One Person

Sometimes it is useful for participants to go deeper with an issue or to learn something. Coaching and Demos bring the group atmosphere alive and are a way to teach or process effectively.

This is like theater. People get to see it happening in the moment, to witness something being created right in front of them.

### Ask Open-Ended Questions

As coaches, this comes naturally to us during a private session. It's equally important in a group. Open-ended questions encourage and challenge participants to look for their own answers. Instead of "Does anyone have any questions?" ask "What questions do you have?"

### Make Right, Reaffirm, Redirect

Sometimes participants will be off-base when they share or express their understanding of what you are teaching. This simple response sequence will allow you to stay true to what you are teaching or to what is being shared. It will respect the individual who has gotten off track, all the while keeping the class right on track.

Example: A participant is telling a story that doesn't relate to the topic at hand. Let's say the topic is healing and their story takes a left turn.

- **Make Right:** I see how that would be a way to look at it.
- **Reaffirm:** Today the focus is on healing.
- **Redirect:** I'm curious how your story applies to healing?



This doesn't have to be heavy or authoritative. You can use humor and a light touch. All humans tend to get off track!

Having a mix of these elements in your group creates safety and, at the same time, invites full engagement outside the participants' comfort zones. It keeps them (and you!) awake in a way that allows for creativity, learning and growing.

As you practice these skills, you will discover your strengths and challenges.

Mastering them, you will consistently create powerful transformation through your group coaching. Keep this checklist handy and keep your own learning and growing as a leader fresh and alive.