**ECET2 Colleague Circle Protocols**

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| Agenda: | Colleague Circles |
| Duration: | 60 minutes |
| Immersive Small Group Experience (tables of 8-10 people) | |
| 5 Minutes | **Step 1-Circle Introductions**   1. Introduce the Circle Leader. 2. Appoint a Time Keeper (will need his/her own electronic device). 3. Agree to hold all sharing during this session as confidential to participants only.   Discuss how circle works—be respectful, uphold confidentiality, embrace solutions not negativity. |
| 5 Minutes | **Step 2-Journal Exercise** … this free-write exercise may contain potential solutions or failed/successful initiatives.  This question will be in writing on a large screen: *“What issue or opportunity in your professional life would you want to discuss with a group of trusted peers?”*   * Circle Leader distributes three index cards per person. * Participants do not write their name on the card—these are anonymous although the Table Leader will read the cards aloud to the table. * Encourage participants to stretch beyond their comfort zone into as much vulnerability through self-disclosure as they can. * Give participants a couple of minutes to reflect quietly on what they want to write. It is a difficult decision for some to decide whether or not to share really important issues. * If someone is really struggling to complete three cards, let them know they can hand in a blank card. * Cards should be handed to Circle Leader face down. * Circle Leader needs to shuffle the cards thoroughly before reading. * The Circle Leader’s job is to slow people down, to become serious about the exercise in a quiet and thoughtful manner. * Before the Circle Leader reads the cards, ask the participants to just “listen to understand.” * Circle Leader will be encouraged to read the cards very slowly with time between the cards for people to identify their own reactions.   Immediately after cards have been read, be certain that the Circle Leader destroys all cards. |
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| 10 Minutes | **Step 3-Share Out** (2 minutes per person)   * Teachers will briefly share out their opportunity or challenge to the table and take a vote on which issue they wish to tackle using the Colleague Circle model.   **Discussion:**  Encourage participants to share one or more of the following:   * How I feel about what I heard * How I am feeling right now * What I identify with * What I am willing to disclose |
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| 5 minutes | **Step 4-Describe Challenge or Opportunity**   * Teacher will describe challenge or opportunity in detail (remainder of table is quiet), this can be an extension of journal entry. |
| 5 Minutes | **Step 5-Background Questions**   * The circle will ask **background questions** to the teacher about the challenge or opportunity. |
| 10 Minutes | **Step 6-Answer Probing Questions**   * Remainder of circle remains quiet while teacher answers **probing questions** from step 5. |
| 10 Minutes | **Step 7-Table Discussion**   * Presenter of opportunity or challenge does not talk while remainder of table discusses possible option to resolve challenge or embellishes ideas for the opportunity. |
| 5 Minutes | **Step 8-Reflection**   * Teacher presenting opportunity or challenge may reflect upon ideas presented during step 7.   Discuss as a collaboration |
| 5 Minutes | **Step 9-Wrap-Up and Adjourn**   * Reaffirm confidentiality in the Colleague Circles. * Thank everyone for their vulnerability, sharing and commitment to making Colleague Circles as valuable as possible. * Send off! |