



# Ongoing Follow-Up Sessions

## Detailed Agenda for Facilitators



- 1. Before you start** set up chairs in a close circle to promote discussion.
  - Have dates of next reviews prepared to share with participants.
  - Optional: Have signup sheet for individual follow-up sessions available.
- 2. Reintroduce yourself** and thank participants for joining.
  - Remind participants that showing up is a commitment to personal growth and there is no judgement around where they are on their journey to change.
- 3. Share the 3 guidelines for group participation.**
  1. *Respectful communication* = only one person speaking at a time; not asserting personal beliefs and judgements onto others
  2. *Share only what you feel comfortable sharing*
  3. *Protect the privacy of group members* = do not discuss what is shared today outside of this group
- 4. Goal sharing**

Ask participants to go around the circle and share their name and the goal they had chosen at their previous follow-up session.

  - Tip: Share a goal you have been working on yourself to make participants more comfortable sharing.
- 5. Progress Update & Next Steps**

Ask participants to write down on a piece of paper:

  - The progress they're making on their goal, or if their goal has changed.
  - And, their next small step toward reaching their goal.

Ask participants to go around in the circle, this time sharing what they wrote down.

  - If someone expresses they want a new goal, use questions from the original Follow-up Session to guide them:
    - *"What is one area of your life you want to focus on?"*
    - *"What makes this area of focus important to you?"*
    - *"What does success look like for you?"*

(If an individual is speaking for a long time and appears to be interested in a deeper coaching conversation, request to meet after the session to set up a one-on-one follow-up session with that individual.)

As the coach, we want to guide all discussion to be forward-thinking. Consider using these questions to empower individuals in the group to think about small, attainable steps they can take toward reaching their goal. Here are some sample coaching questions to help guide the conversation:

- *What is your next best step?*
- *Who will you ask to support you with this?*
- *What would you like to have happen now?*
- *What are you willing to change to achieve it?*
- *What is missing for you right now?*
- *What new skills, attitudes or knowledge do you need to succeed and grow in this situation?*
- *Where do you feel stuck?*
- *Where is your focus now?*
- *How do you want to proceed from here?*
- *How did that feel when you said that?*
- *Tell me more about XYZ.*

## **6. Closing Question**

To wrap up the Follow-Up Session, ask:

- *“What was most valuable for you today?”* Reiterate your support for their goals and thank them for attending this Follow-up Session.
- Make sure each participant gets a chance to share what they are taking from the group or what their next steps are.

## **7. Continued Support**

- Reiterate your support for their goals. Offer to be available after the session or in the future if a participant would like to continue their conversation further in a one-on-one setting.
- Encourage participants to form groups or accountability partners around common interests or areas of growth to create ongoing support of one another.
- Remind participants of when next annual reviews are scheduled.
- Provide participants with information about programs/happenings in the community that would help support their goals.
- Optional: Announce sign-ups for individual follow-up sessions.