

PLAYBOOK: SESSION ONE

Session Length: 75 – 90 minutes

10 minutes, Welcome

- Leader welcomes group and shares vision/purpose.
- Group members briefly introduce themselves.

5 minutes, Overview Experience

- Discuss expectations around confidentiality and commitment.
- Circulate confidentiality agreement.

40-60 minutes, Introductions

- Individual introductions (10 minutes per person), select one of the “getting to know you” exercises suggested in this chapter.
- Encourage group members to ask questions to learn more about the individual.
- Debrief the exercise by exploring the common areas within the group. How has this exercise shifted the energy in the group? Was anyone skeptical about doing this at first? How have your feelings changes (if at all)? How might we use an exercise like this with our teams?

5 minutes, Next Meeting

- Confirm next meeting location, timing, and details.
- Discuss any pre-reading that may be required.

PLAYBOOK: SESSION TWO

Session Length: 80 – 95 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

45-60 minutes, Peer Coaching

- Select 2 to 3 challenges based on time available.

10 minutes, Session Debrief

- What worked in our peer coaching session?
- What coaching skills would you like to work on for next time?
- How might you use this coaching structure with your teams?

10 minutes, Wrap Up

- Discuss next session pre-work.
- Each person share one key commitment to be completed by next session.

PLAYBOOK: GENERAL SESSION

Session Length: 70 – 90 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

40-60 minutes, Individual Goal Share – 15 minutes per person

- Peer Learning session or Peer Coaching session (two issues).

10 minutes, Reflection

- What "aha" moments have you gained from this session?
- What worked well with the group coaching?
- What could you do better/differently next time?

5 minutes, Wrap up

- Discuss next session pre-work (group decides).
- Each person shares one key commitment to be completed by next session.

PLAYBOOK: VALUES SESSION

Session Length: 70 – 90 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

45-60 minutes

- Where are your values currently aligned with the work you're doing?
- Where are you feeling a values "rub" or disconnect?
- What can you do to create more alignment between your work and your values?
- How might you use this exercise with your team?

10 minutes

- Discuss next session pre-work.
- Each person shares one key commitment to be completed by next session.

5 minutes

- Wrap up.

PLAYBOOK: STRENGTHS SESSION

Session Length: 70 – 90 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

45-60 minutes

- Each individual to share one strength statement (zone of genius area).
- Group provides feedback – what they liked about each statement, plus one thing they could do to strengthen their statement and get clearer.
- Review reflection questions.

10 minutes, Reflection

- How could you bring more of your zone of genius to your work?
- How will you help others tap into their strengths at work?
- What are the potential pitfalls to a strengths-based approach?

5 minutes, Wrap Up

- Discuss next session pre-work (brand).
- Each person shares one key commitment to be completed by next session.

PLAYBOOK: BRAND SESSION

Session Length: 70 – 90 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

45-60 minutes, Boost Your Brand Discussion

- Share personal brand statements.
- Group provides feedback – what did you like about the individual's statement, plus what is one thing they could do to strengthen their statement?

10 minutes, Reflection

- What can you do to build your brand inside and outside your organization?
- How can you maintain consistency in all your actions (and inaction) with your brand?
- What networks do you want to expand your brand into?
- Where can you inspire, contribute, and share your expertise to build your brand?
- How will you revisit and refine your brand as you/your career evolves?

5 minutes, Wrap Up

- Discuss next session pre-work (group decides).
- Each person shares one key commitment to be completed by next session.

PLAYBOOK: CAREER VISION SESSION

Session Length: 75 – 95 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

40-60 minutes, Individual Goal Share – 15 minutes per person

- 5 minutes: Read retirement vision to group.
- 5 minutes: Share BHAC Vision.
- 5 minutes: Group Q&A to help each group member dig deeper and get really specific about their vision.

10 minutes, Reflection

- How easy/hard was it to create your career vision?
- What was it like to share this vision out loud with the rest of the group?
- What changes/adjustments (if any) do you want to make to your career vision?

10 minutes, Wrap up

- Discuss next session pre-work (goal setting).
- Each person shares one key commitment to be completed by next session.

PLAYBOOK: GOAL SETTING SESSION

Session Length: 75 – 90 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

40-60 minutes, Individual Goal Share – 15 minutes per person

- 5 minutes: Recap BHAC Vision.
- 5 minutes: Share top 3 goals.

10 minutes, Reflection

- What did you notice about the goals that the group shared?
- Were there commonalities or differences?
- How would you like the group to support you in your goals?
- What is one thing you would like to accomplish around your goals between now and your next group session?

5 minutes, Wrap up

- Discuss next session pre-work.
- Each person shares one key commitment to be completed by next session.

PLAYBOOK: WRAP UP SESSION

Session Length: 80 minutes

5 minutes

- Leader welcomes group.

10 minutes

- Group provides updates on one success and one learning since the last meeting.

30 minutes, Group Appreciation – 5 minutes per person

- Individual appreciation feedback.

30 minutes, Group Reflection – 5 minutes per person

- What did we gain from this experience personally?
- What did we gain from this experience professionally?

5 minutes, Wrap up