

Creating Out Loud: A “council style” approach to peer coaching



Overview

Purpose

This Discussion Guide outlines a “council style” approach to Goal-focused peer coaching that your circle might like to use – either alone or in combination with Creating Out Loud Topic-based Discussion Guides.

Agenda

This “council style” approach to peer coaching is outlined in a book called *Peer Coaching at Work*.^[1]

In this approach, each circle member takes turns to bring one issue, problem or concern to the meeting. The other circle members play the role of a “council,” giving advice about each issue. Like all Creating Out Loud sessions, each meeting also includes a “Being here” check-in and a “What next?” check-out, to build continuity and connection across sessions.

Depending on the number of members in your circle, these meetings can last between 1½ and 2 hours. Time management is critical to ensuring that every member has a turn. Most circles appoint a different timekeeper for each meeting.

Activity	Timing
Being here	Approx. 15 minutes
Council session	Approx. 1 – 1½ hours
<i>Issue presentation</i>	Maximum 3 minutes
<i>Issue clarification</i>	Maximum 4 minutes (3 min. questions + 1 min. responses)
<i>Advice</i>	Maximum 10 minutes
(repeat the <i>Issue presentation</i> , <i>Issue clarification</i> and <i>Advice</i> steps for each circle member)	
What next?	Approx. 5 minutes

Being here

Acknowledging Country

Please acknowledge the Traditional Custodians of the lands on which you are meeting today.



Take a moment to reflect on what Aboriginal and Torres Strait Islander Elders have contributed – and continue to contribute – to this Country.

Pay your respects to Elders past, present and emerging.

Acknowledge any Aboriginal and Torres Strait Islander people in this meeting.

Council session

1. Issue presentation

- Before each meeting, decide which circle member will be the timekeeper. This role is critical to ensuring that all circle members can bring their issues and concerns to the group, and that everyone receives the same opportunity to receive feedback and advice from other circle members.
- Each person has three minutes to explain the issue or problem about which they are seeking advice. This time limit means that you will need to get to the point quickly and mention only enough background or context to help other circle members (the “council”) understand the issue.
- Once your three minutes is up, you may not speak again unless asked a question. So, you might like to use the space below to make speaking notes, so that you remember all of the key points you want to mention.

TIP: *Be as personal / detailed as you feel comfortable being.*

2. Issue clarification

In this part of the meeting, council members seek to ensure they understand the issue before providing advice.

- Circle members have “no more than three minutes [in total] to **ask yes/no** or short-answer **questions** of the presenter.”^[1]
- The presenter has “no more than fifteen seconds” to **answer each question**.^[1]

These very short time limits aim to prevent this part of the meeting becoming a discussion.

But they could be adjusted, depending on the number of people in your circle and/or the amount of time you have. More time may improve accessibility for some circle members.



3. Advice

In this part of the meeting, the “council” has 10 minutes to advise the presenter.

The timekeeper divides the time available between “council” members, so that each person can share their advice with the presenter. The presenter is not permitted to speak during this time.

This part of the meeting ends with the presenter briefly thanking the council for its advice.

TIP: *Presenters might like to use the space provided below to take notes. Or they might like to ask another circle member to take notes for them, so they can concentrate on listening to the advice.*

Repeat the Council Session as many times as necessary, until all circle members have presented their issues and received advice.

What next?

Making the most of peer coaching involves taking at least one step after each meeting.

Steps you might take after this meeting include (but are not limited to):

- reflective journaling
- acting on one or more pieces of advice received during the meeting
- sharing any resources you might have that could help other circle members with their issue

At the start of the next meeting, other circle members will ask you about this step, providing a gentle form of accountability – without judgement.

What one step will you take before the next meeting?

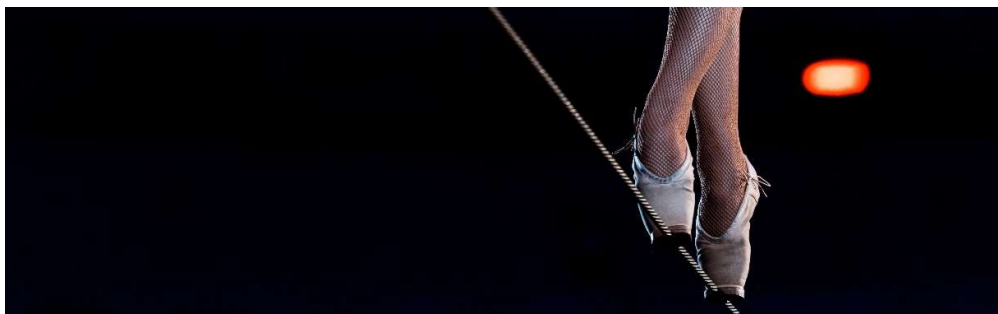
TIP: *Choosing a step now, writing it down, and telling your fellow circle members about it can help you make progress towards your goal.*

References

1. Parker, P., et al., *Peer Coaching at Work*. 2020: Stanford University Press.

Additional Discussion Guides

Discussion Guides on various topics related to arts and culture can be found at: <https://creatingoutloud.business.uq.edu.au/>



Acknowledgements

This Discussion Guide was prepared by Dr Kate Power, as part of the “Creating Out Loud” research project.

Dr Power acknowledges all First Nations peoples, particularly in the Country in which this work was undertaken. On behalf of The University of Queensland, Dr Power pays respect to First Australian Elders past, present and emerging.

Dr Power thanks each of the participants in the Creating Out Loud project, as well as anonymous reviewers from the arts and culture sector, whose feedback has contributed to the design of this Guide.

The opinions in this Discussion Guide do not necessarily represent the views of The University of Queensland, funding / industry partners, or the individual members involved in the reference groups.

About Creating Out Loud

“Creating Out Loud” is an 18-month Industry Research Fellowship funded by the Queensland Minister for State Development, Tourism and Innovation, under the Advance Queensland Industry Research Fellowship program.

Creating Out Loud was developed to support Queensland’s artists and arts managers as they recover from and rebuild business, artistic, and cultural practices following the COVID-19 pandemic.

For further information visit

<https://creatingoutloud.business.uq.edu.au/>



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To interrupt the flow of this Discussion Guide as little as possible, reference information appears at the end of the guide and direct attributions have been minimized.

This guide includes links to various web material. All links were working at the time of publication. Please note however that these links may become outdated over time.

Suggested citation:

Power, K. 2022. *Creating out Loud: A ‘council style’ approach to peer coaching*, Brisbane, Australia.

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CRICOS Provider Number 00025B