

## PEER CONSULTING INSTRUCTIONS

We have 20 minutes for each consultation.

### **Describe the Challenge: 3 minutes**

Case Presenter: Describe the challenge explain the details of the case. This should include any information that the Advisors may need to help find the answer.

Advisors: Listen carefully and do not speak during this time.

### **Reflect Back: 2 minutes**

Advisors: One Advisor should try to summarize what they heard. Others can add to it. After they finish there is time for clarifying questions. Ask the questions you need to better understand the situation. Do not give advice in this part. Only ask questions. Think about asking open-ended questions that will lead to new insights.

Case Presenter: Listen to the Advisor's summary. Answer any clarifying questions.

### **Advisor Council Discussion: 10 minutes**

Advisors: Only the advisors speak with each other. The case presenter listens and takes notes, but should not participate in the conversation. Divide the time equally so that each advisor gets to speak. Do not direct questions or comments to the Case Presenter. Imagine that they are not there.

Case Presenter: Listen carefully and do not speak during this time. You may choose to turn your back to the group to enhance your listening and reduce the urge to chime in.

Suggested questions for the advisors to discuss (You do not have to answer all of them)

1. Is there another way to define this question?
2. Have you dealt with a similar situation before? If so, what were the steps you took and what was the outcome?
3. What step or steps would you recommend?
4. Are there other resources (knowledge, organizations, coalitions, funding sources) that the presenter should know about?
5. Are there other people you know the case presenter should meet who would help with the challenge?

### **Reflect Back and Express Gratitude: 5 minutes**

Case Presenter: Summarize what they heard from the Advisors. If anything is unclear, the case presenter can ask questions.

Advisors: Listen carefully and respond to questions as needed.

# PEER CONSULTING FORM

Use these pages to take notes on each Case Presenter.

## **Case Presenter 1**

Challenge:

Discussion:

## **Case Presenter 2**

Challenge:

Discussion: