

Peer Assist Session Running Order

Total time: 90 minutes

5 mins	<p>Facilitator opens the session. Explain purpose, format and ground rules. A Reporter from among the Responding Participants is identified to present a summary of the key recommendations. Participants are seated comfortably with a view of everyone.</p>
15 -20 mins	<p>A pre-assigned Host Team member describes the problem, and briefly explains key questions for peer assist (already listed on a flip chart). Other host team members can join in (as needed) to explain the problem. Some questions for clarification permitted.</p>
45 mins	<p>Discussion is launched on the key questions, and Responding Participants brainstorm among themselves on possible solutions to the problem. The Host Team is in listening/note taking mode (and does not intervene in these discussions).</p>
20mins	<p>Reporter reports back to the Host Team with key recommended action items. The requesting team asks clarifying questions, and may request participants to elaborate on points of discussion which were of special interest to them. A pre-assigned host Team member is making note of the recommended action items</p>
5 mins	<p>Host team member/s report on a few ideas that they can prioritize for follow up. Invite all Participants to share a Reflection/Insight.</p>