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# Moderator Field Kit

Quick reference, agenda templates, and format options  
Your toolkit for running meetings

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## What's inside

### **Moderator Quick Reference**

One-page field guide for running meetings, coaching presenters, and handling difficult dynamics.

### **Meeting Agenda Templates**

Standard 4-hour, short 2-hour, and integrating (first meeting / new member) formats with timing.

### **Update Format Comparison**

Five update formats compared side by side so you can choose the right one for your group.

# Moderator Quick Reference

One-page field guide for running meetings, coaching, and navigating dynamics

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## MEETING FLOW

### Before

- Prepare/send agenda
- Confirm presenter + coach
- Check in with anyone who missed

### Opening ~15 min

- Start on time. Every time
- Confidentiality reminder
- Communication starter: invite a feeling
- Set the depth by going first

### Updates ~5 min each

- Go first. Briefing begets briefing
- Listen for gaps between words and energy
- Hold the time boundary
- "You mentioned your father. How is that?"

### Presentation ~60-75 min

- Coach leads comm. starter
- Your job: listen. Don't plan ahead
- Redirect advice-as-questions in Q&A
- 3 min silence before experience sharing
- Model the protocol: first person, past tense

### Closing ~10 min

- Presenter reflects first
- One-word close, start with presenter
- Protect the close from being rushed

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## COACHING THE PRESENTER

- Help them move from narrative to feeling
- "What's the feeling underneath this?"
- "What haven't you said out loud yet?"
- "If the group could help with one thing?"
- Strong purpose = specific + emotional
- Set boundaries and obstacles

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## FOLLOW-UP QUESTIONS

### Opens territory:

- "What's the feeling underneath that?"
- "Where do you feel that in your body?"
- "What's the thing you haven't said yet?"
- "What would it mean if that happened?"
- "Who are you here -- and who do you want to be?"

### Closes territory (avoid):

- "Have you thought about...?" (advice)
- "Why did you do that?" (judgment)
- "Don't you think...?" (opinion)

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## DIFFICULT DYNAMICS

**Advice-giver** — Private 1:1. "In forum, the gift we need is your experience."

**Silent member** — Check in privately. "Is there anything that would help?"

**Dominator** — Timer is your friend. "I want everyone to have equal space."

**Surface swimmer** — "What would you add if you let yourself complain?"

**After intensity** — "How is everyone sitting with what happened last month?"

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*When in doubt, wait three seconds longer than feels comfortable.*

# Standard Meeting Agenda

4-hour format · Two presentations

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<b>1:00 pm</b>	<b>Welcome and Agenda Review</b> Review agenda. Assign roles: Timekeeper, Process Observer, Scribe. Confidentiality reminder.	~5 min
<b>1:05 pm</b>	<b>Communication Starter</b> Brief warm-up question. One minute per person to arrive and shift gears.	~10 min
<b>1:15 pm</b>	<b>Clearing the Air</b> Any unresolved issues preventing full presence? Address briefly or park for later.	~5 min
<b>1:20 pm</b>	<b>Prepare Updates</b> Quiet time to gather thoughts and complete update worksheet.	~10 min
<b>1:30 pm</b>	<b>Share Updates</b> 4 minutes per person across business, personal, family. Build parking lot from topics that surface.	~40 min
<b>2:10 pm</b>	<b>Break</b>	~10 min
<b>2:20 pm</b>	<b>Presentation 1</b> One Word Open → Confidentiality → Communication Starter (30 sec/person) → Purpose → Presentation (15 min) → Q&A (15 min) → Silence (3 min) → Experience Sharing (3 min/person) → Presenter Summary → One Word Close	~70 min
<b>3:30 pm</b>	<b>Break</b>	~10 min
<b>3:40 pm</b>	<b>Presentation 2 or Exercise</b> Second presentation follows same format, or group exercise / themed discussion.	~60 min
<b>4:40 pm</b>	<b>Housekeeping</b> Schedule next 6-12 months. Confirm presenter/coach for next meeting. Membership updates. Attendance review.	~10 min
<b>4:50 pm</b>	<b>Closing Exercise</b> "What new perspective or idea am I taking away from today's meeting?"	~10 min
<b>5:00 pm</b>	<b>Adjourn</b>	

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# Short Meeting Agenda

2-hour format · Two presentations selected from updates

## Before the Meeting

Take a walk, stare into the fire, reflect on your life, and ask yourself:

- What one thing is keeping you awake at night with excitement, dread, confusion, or curiosity?
- Why is this particular thing on your mind? Why now?
- What does this have to do with how you view yourself?
- How do you want to think about this and why?

<b>4:00 pm</b>	<b>Welcome and Confidentiality</b>	~5 min
<b>4:05 pm</b>	<b>Share Topics</b> Each person shares their potential presentation topic (2 min each). This replaces traditional updates.	~20 min
<b>4:25 pm</b>	<b>Presentation 1</b> Randomly selected from the topics shared. Full format.	~35 min
<b>5:00 pm</b>	<b>Break + Vote</b> Group votes on the second presentation topic.	~10 min
<b>5:10 pm</b>	<b>Presentation 2</b> Full format.	~35 min
<b>5:45 pm</b>	<b>Housekeeping and Close</b> Admin, checkout, and goodbyes.	~15 min
<b>6:00 pm</b>	<b>Adjourn</b>	

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# Update Format Comparison

Five formats compared · Choose the right one for your group's stage and needs

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## Best / Worst / Dread / Anticipate

**What it is:** The classic. Three rows (business, personal, family) x four columns. Structured and easy to prepare.

**Best for:** New groups. Members who like structure. Year one.

**Moderator tip:** Can become formulaic if used every month. Encourage members to name the emotion, not just the event.

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## Gives and Takes Energy

**What it is:** Headlines first, then goals/concerns/feelings across life areas, then a split: what gives vs. takes energy.

**Best for:** Groups that want to track momentum. Members who think in terms of patterns.

**Moderator tip:** The energy split often surfaces things the grid misses. Good for members stuck in narrative mode.

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## MITy-WISE

**What it is:** Most Important Things with why/impact/significance/emotions. Plus: avoiding, looking forward, dreading.

**Best for:** Groups ready to go deeper. Mid-year one and beyond.

**Moderator tip:** The 'I've been avoiding' prompt is where this format earns its keep. Don't let members skip it.

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## Value-Based

**What it is:** Two steps: name your core values, then map best/worst/dread/look forward against those values.

**Best for:** Mature groups. After members have done Lifelines or a values exercise.

**Moderator tip:** Requires self-knowledge that builds over time. Powerful when members have done the foundational work.

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## 5% Reflection

**What it is:** Health snapshot (1-10), then work/family/personal with feelings + situation + 3 Whys. Plus: success, energy vampire, reluctance, goal.

**Best for:** Groups that want emotional depth from the start. Works at any stage.

**Moderator tip:** The 3 Whys structure pushes past surface narrative into underlying feelings. 'Something I'm reluctant to talk about' is the 5% prompt.

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