

The Consultancy Protocol¹

30 mins	45 mins	60 mins	What	How
1	2	1	Opening	Facilitator reviews protocol and adjusts time as desired by presenter or as fits the group. The group may decide to spend more time on the preparation section, or in the discussion. Timing also depends on how many are in the group.
(5)	(5)	(5)	Previous Presenter Report Back (optional)	If desired, the presenter from the previous week's consultancy can report back on how she used the ideas generated in her consultancy.
(2)	(3)	(5)	Presenter Preparation (optional)	Presenter can do a quick write or think about what they'd like to ask the group for support on. Presenter can also come prepared with something written that communicates the dilemma. If presenters know ahead of time that they'll be engaging in a consultancy, this stage may not be needed.
5	8	9	Presenter Shares	<ol style="list-style-type: none"> 1. Presenter shares the dilemma—this can be verbally shared or offered in a written document. If a written description is shared, presenter can add anything they'd like before or after the group reads the document. It's appropriate for the group members to take notes about what they're hearing. 2. Presenter can ask for feedback or input in one area or key question. Asking for specific feedback or support can help a discussion stay focused and useful.
3	5	5	Clarifying Questions	<p>Group asks presenter clarifying questions.</p> <ul style="list-style-type: none"> • Clarifying questions are yes/no or require very short answers. • The facilitator needs to interrupt if probing questions are asked and can remind the group that probing questions can be noted and raised during the discussion.
5	8	5-18	Group Reflection & Preparation Silent planning and reading time	<ol style="list-style-type: none"> 1. If the group is using a tool such as the Coaching Lenses, the presenter can ask that specific lenses be focused on—or the group can agree to divide up the lenses so that they will all be covered. The facilitator also takes a lens. 2. The facilitator restates the presenter's request for specific feedback or input on one area, if this was requested, and reminds the group to focus on this area. 3. The group silently reflects on the presenter's dilemma and prepares for discussion. It's appropriate for group members to note questions and comments to contribute in the discussion. <ol style="list-style-type: none"> a. This time can be extended for an additional 20-30 minutes to do reading or research to inform the discussion. 4. Group can be prompted to write out the <u>one</u> big insight from their lens.

12	18	20	Group Fishbowl Discussion	<ol style="list-style-type: none"> 1. Presenter moves their chair outside of the circle and can take notes if desired. 2. The facilitator reminds the group of the presenter's key question. 3. The facilitator can open this section by suggesting that each group member briefly (in about one minute) share their initial thoughts on the dilemma and the group can whip around so that all can share a thought. 4. In the discussion, group members can raise probing questions, share the insights they gained through using the lenses, and share other comments or reflections. 5. Facilitator needs to ensure that discussion stays focused on the presenter's dilemma and if requested, on their key question. Facilitator may also take actions to ensure equity of participation.
1	1	1	One Minute of Silence	Group holds one minute of silence so that the presenter can collect their thoughts.
3	6	6	Closing	<p>Presenter shares any reactions, insights, feelings about protocol or what was said; they don't need to respond to questions that were raised in the group discussion.</p> <p>If time permits, the group can share reflections on process.</p>

¹This protocol is modified by Elena Aguilar from a protocol created by the National School Reform Faculty.