

# Business Mastermind Group

Purpose: Reduce the sense of isolation for entrepreneurs and support individuals as they navigate business decisions and choose among competing values

In the meeting, group members:

- Report current challenge and goal
- Get coached and coach one another
- Identify specific experiments and actions

Members commit to:

- Take action between meetings
- Report back on learning and results

Group Members:

- Get coached
- Coach others
- Take turns in the role of facilitator

Facilitator (one member of the group, rotates at each meeting):

- Determines length of time slots
- Keeps track of time
- Keeps coaching focused on presenter's coaching goal
- Affirms and models good questions
- Calls on quiet members
- Tells members when they have 2-3 minutes left in their time
- Makes sure actions are specific

# Mastermind Process

Opening (5-10 minutes)	
The Facilitator reads the following NORMS out loud:	<ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Honor all perspectives</li> <li>• Communicate your needs</li> <li>• Participate fully in each meeting</li> <li>• Give more than you expect to receive</li> <li>• Start and end on time</li> <li>• Manage your time slot; help the group help you</li> <li>• Keep the process focused</li> </ul>
The Facilitator reads these GUIDELINES FOR GETTING COACHED out loud:	<ul style="list-style-type: none"> <li>• Explain your challenge and coaching goal in 2-3 minutes and in concrete terms</li> <li>• Describe your feelings about the challenge and coaching goal</li> <li>• Use “I” statements</li> <li>• Be concise</li> </ul>
The Facilitator reads these GUIDELINES FOR COACHING OTHERS out loud:	<ul style="list-style-type: none"> <li>• Listen, actively and deeply</li> <li>• Focus on the presenter’s coaching goal</li> <li>• Ask open-ended questions about the presenter’s perspectives, assumptions, actions, etc.</li> <li>• Use the Question Quick Guide as needed</li> <li>• Help the presenter explore other points of view</li> <li>• Limit advice and discussion</li> <li>• If you see or feel something, respectfully say it out loud</li> <li>• Help the presenter come to specific experiments, actions, and learning</li> <li>• Intervene if the meeting gets off track</li> </ul>
Coaching & Being Coached (90-120 minutes)	
<ul style="list-style-type: none"> <li>• Each member gets an equal time slot to be coached (15-20 minutes each)</li> <li>• Each member shares their challenge, coaching goal, and how they would like to be coached from the Business Mastermind Prep Worksheet (pg. 4) (2-3 minutes)</li> <li>• Members coach one another</li> <li>• Facilitator records learning and intended action</li> </ul>	
Closing (10 minutes)	
<ul style="list-style-type: none"> <li>• Complete the Mastermind Meeting Reflection individually (pg. 5)</li> <li>• Each member evaluates the meeting out loud: state what worked and what <i>you</i> would do differently next time to make the meeting more productive</li> <li>• If necessary or desired, confirm date, time, place, and facilitator of the next meeting.</li> </ul>	

# Question Quick Guide

Ask questions when:

- You want someone to think creatively
- You suspect they have the answer
- They need someone to listen
- A different perspective might be helpful
- You need information

Characteristics of powerful questions:

- Powerful questions are open-ended
- Ask “what” or “how,” not “why”
- Ask from a stance of curiosity
- Ask to understand and clarify NOT to argue or interrogate
- Ask one question at a time
- Ask a question as simply as possible

Partner powerful questions with SILENCE. Powerful questions need no backup.

Question ideas:

- Explain to me...
- Help me understand...
- Tell me more about...
- What else might you say about that?
- What do you want?
- What are some other perspectives on the challenge?
- What is non-negotiable?
- What will that get you?
- What did you learn?
- What does your gut tell you?
- What is your purpose?
- How will you know you're making progress?
- What will success look like?
- What's possible here?
- What's at stake for you?
- What have you already tried that didn't work?
- What's holding you back?
- What's your part of the mess?
- What is one thing you're willing to commit to doing?
- Whose support do you need?

# Business Mastermind Prep Worksheet

*Complete before each meeting*

1. What is the challenge I'm working on? What would real progress look like?
2. What is my coaching goal today? What do I want to work on in this meeting?
3. How do I want fellow group members to help me work toward my goal in this meeting? [Choose one for the greatest clarity and best use of time.]
  - Questions and active listening from peers to help me diagnose the situation or clarify the problem?
  - Questions and active listening to help me manage myself as I navigate this challenge?
  - Questions and active listening to help me design an experiment or experiments?
  - Members brainstorming with me?
  - Suggestions or advice from members?

## Mastermind Meeting Reflection

*Complete during the meeting's closing, first individually and then together*

1. What worked for me in this meeting?
2. What didn't work for me in this meeting?
3. What could I have done to make this meeting better for me?
4. What did I learn in this meeting? How can I take that learning forward in my life and work?
5. What experiments will I run (or action will I take) toward my goal?
6. How do I want to stay connected to peers after this meeting?
7. How do I want to be supported and/or held accountable after this meeting?