Solution Focused Team meetings - the reflecting team/ideas.

General

The team is a peer group
The team establishes the time available and decides it up between the,
Twenty- thirty minutes is usually enough time
Useful to nominate a timekeeper for each meeting.
Everyone can help the meeting stay on track e,g staying with the model.
Agree to protect confidentiality and be sensitive to each others' needs.

Preparation phase
Ideally, each person presenting prepares in advance of the meeting and is clear about what they hope to receive as a benefit of the meeting.

Presenting phase

The first person (Presenter) describes the situation they would like to receive support on.

Information Gathering Phase :

The members of the group ask questions, not necessary to keep order (Although I think it is useful to try and keep the circle) Each person is responsible to make sure that they have the relevant information and understand what the desired outcome is for Person Presenting

Affirming Phase :

Each member of the group tells presenter what they are most impressed about their presentation and their handling of the situation/case so far.

Presenter listens quietly to each item of positive feedback and acknowledges to each one with thank you

Reflecting phase

The members of the group take it in turns to say one thing at a time in response to presenter's presentation, in a reflective way. It the person has nothing to offer, they say pass and the cycle continues till everyone has said all they want to say .

The seems that benefit of reflecting in this way appears to be that the inputs tend to build creatively on each other. The input offered at this stage includes anything that each member considers relevant (e.g technical input, advice, reflections from own experience of what has helped before and metaphors.

Whilst the team is reflecting Presenter remains quiet and listens.

The reflecting team are reflecting within the circle to and with each other – not directly to the presenter.

Closing Phase

Presenter responds briefly to what was said in the reflecting phase
Usually stating what they feel is most applicable
Presenter sets himself or herself a goal of achievement by the next meeting
Next person volunteers to be the presenter.

Ideas for Solution Focused Team Meeting Process adapted and taken from :

Norman, H. (2003) Solution-Focused Reflecting Teams in O' Connel, B. and Palmer,S. (eds). Handbook of Solution Focused Therapy (pg 156-168) London : Sage Publications.

Adapted from D.Clin.Course [Plymouth University]Training Material (?Nikki Buckingham)

This has been typed for a thirty minute experience, with thoughts/options about timings for twenty minutes in brackets.

Roles Time keeper, Process manager, Presenter

	Process	
Preparing (pre-meeting)		The presenter comes to the group with a specific request for help with a work related issue
Presenting 5 minutes (3 minutes)	The presenter outlines the issues	The team members are silent
Clarifying 8 minutes (5 minutes)	In turn each team member asks open ended questions of the presenter to understand the situation more clearly.	The questions are asked one at a time , going around the circle /group. The presenter can answer the specific question, but everyone else is quiet. (try to ask more open ended –how, why, when, where questions.
Affirming 3 minutes (2minutes)	Team members take turns telling the presenter what they have noticed about the issues or the presenter that impresses them	
Reflecting 10 minutes (7 minutes)	Team members take it in turns to wonder aloud about aspects of the situation or possibilities	Helpful if the presenter moves a short distance out of the reflecting circle for this part- so that people can reflect in the group without addressing their reflections directly to the presenter. The presenter is listening and observing and can take notes, but is quiet.
Closing 4 minutes (3 minutes)	The presenter responds to what has been said, what noticed that was helpful etc or different. Usually also sets a goal based on the reflections	Presenter joins in the group again