

# Mutual Coaching – Case Clinic

## For NCD Master Mind Groups



If this is your first Master Mind group, or your first time facilitating the group, please see the explanations and instructions that follow this page.

### Case Clinic outline

Phase	Activity	Rules
Present (3 min)	Case giver explains the situation/case for which he/she is looking for support.	Only the case giver speaks
Clarify (10 min)	<p>The other coaches clarify the situation:</p> <ul style="list-style-type: none"> <li>a. <i>Related to present facts:</i> What? When? Who? How? Ask open questions and avoid "Why?"</li> <li>b. <i>Related to the ideal future:</i> What would the ideal future look like in this specific situation? What will be the consequences? etc.</li> <li>c. <i>Related to what worked in the past:</i> What has been tried already? What worked? What was helpful? etc.</li> </ul>	The coaches ask one question each in a row. They are silent until it's their turn again. Several rounds possible if the time allows.
Affirm (5 min)	The coaches share their appreciation for the case giver and his/her approach to the situation (e.g. what impresses them most).	<p>The coaches talk without specific order.</p> <p>The case giver is silent.</p>
Reflect (5 min)	<p>The coaches share their thoughts, impressions, inner images, and ideas that could be building blocks for a solution.</p> <p>Statements can build upon each other.</p>	<p>The coaches make one statement each in a row. They are silent until it's their turn again. Several rounds possible if the time allows.</p> <p>The case giver is silent.</p>
Conclude (2 min)	<p>Feedback of the case giver:</p> <p>What seems to be helpful?</p> <p>What could be implemented?</p>	Only the case giver speaks.
Repeat the above for the next case giver.		
Before end of meeting (5 min)	<ul style="list-style-type: none"> <li>— Thank all for their contributions to the discussion.</li> <li>— Ask for who is willing to facilitate the next meeting.</li> <li>— Encourage the next facilitator to read through the following pages after the meeting so as to know what is required of them.</li> <li>— Make sure next facilitator has contact details for everyone in the group.</li> </ul> <p>Next facilitator</p> <ul style="list-style-type: none"> <li>— Thank today's facilitator for leading the meeting.</li> <li>— Get group to decide on a time and date for the next meeting.</li> <li>— Close the meeting</li> </ul>	

## Is this your first time facilitating a Master Mind group?

Thank you for your willingness to take a turn at facilitating your Master Mind group!



### **Before the meeting**

Be sure to make contact with the other group participants before your meeting, to confirm they are all still available, and to confirm the time and means by which you will be connecting up.

### **Your role as facilitator**

As facilitator, your main role is to lead the group through the “Mutual Coaching – Case Clinic” outline (see previous page).

#### *Selecting case givers*

As per the outline (after initial greetings), you will need to ask the group who would like to be a case giver within your meeting. In a 90min meeting you will usually have enough time for three case givers to be assisted one after the other (25min per case). To find out who would like to present a case, you could ask the group, “Who is facing a challenge within your NCD coaching context, and how would you summarize it in a few words?” Based on the responses, you decide which cases to explore and who will go first. Then, move straight into the outline.

#### *Keeping time*

While you can contribute to the meeting as one of the coaches assisting the current case giver, your main task is to be a rigid timekeeper, moving the group from each part of the outline to the next. You may like to even use a timer if you know that you sometimes need a prompt to keep things on time.

#### *Maintaining the rules*

The other important task you have is to make sure the rules of a Master Mind group are being followed. These are noted in the right column of the outline. If you have reason to think they may not be followed (or have not been followed in previous meetings), perhaps draw attention to them at the start of the meeting.

#### *Passing on the baton*

Once you have cycled through the outline with a number of case givers, be sure to ask for who is willing to facilitate the next meeting. Draw their attention to their first tasks on the bottom of the outline and make sure they have a copy of this page you are currently reading.

### **Feedback**

If you, or anyone in your group has feedback or ideas about the NCD Master Mind concept, be sure to contact your NCD National Partner.

## Is this your Master Mind group’s first meeting?

In addition to the information above, the following is important information if this is your Master Mind group’s very first meeting and you have been asked to be the initial facilitator.

#### *Introductions*

As the group members are possibly meeting each other for the first time, allow some time at the beginning of the meeting in which you invite each person to give a two minute introduction of themselves, including things like their family, church background, ministry role, NCD experience, etc. By all means throw in a funny question as well to lighten the mood. This time of introduction will likely mean you will only have time for two case givers in this initial meeting.

#### *Explaining the group meeting format*

Given it is your group’s first meeting, be sure to spend a moment checking if everyone is clear on the format, outline, roles, timing and rules of the meeting. Perhaps just talk them through a quick summary of the meeting from beginning to end based on the outline.