

Leaders Manage Anxiety Ordinarily

Seminar Case Presentation Format & Rules

Date:

From:

- I. Introduction
- II. History/Background
- III. My Concerns
- IV. My Functioning
- V. Presenting Problems
- VI. Challenges

Format for Presentations

1. The presenter will present to the facilitator while those not presenting will observe.
2. The facilitator will ask questions for clarity, for viewing the situation from a systems point of view, and for identifying new responses.
3. After the presentation, those observing will make comments to the facilitator, not to the presenter, while the presenter listens. The goal of the observers is **not** to offer solutions, we are **not** trying to resolve the situation, *and we are trying to learn how to think systems.*
4. The presenter will be given the opportunity to reflect on the observer's comments.

Thoughts for the observers to keep in mind

- As you listen and observe, work on your own reactivity.
- Focus on the facts, no judgments, no interpretations, no diagnosis.
- It will be tempting to try to find a solution for the situation presented, resist the temptation.

Two more important guidelines:

1. The information shared is confidential.
2. Do **not** talk about the situation with the presenter or anyone else at any time.