

## Activity: Progress Meeting Observation Sheet

**Was a listening orientation demonstrated?**

- Empathy
- Acceptance
- Genuineness
- Concreteness

**Were the principles of reflective listening demonstrated?**

- More listening than talking
- Responding to personal concerns
- Restating and clarifying what was said
- Not asking questions or saying how LP feels
- Trying to understand feelings as well as ideas
- Understanding where new Leader was coming from
- Responding with acceptance and empathy

**What kinds of questions did you hear?**

<b>Level 1 questions</b>	<b>Level 2 questions</b>
Focus – Tell me about ...	Visioning- How does it fit with your values ...
Observation – What else ...	Change – What will you need to change ...
Analysis – How could you ...	Alternatives – What other ways ...
Feeling – How did you feel ...	Consequences – What might be impact ...
	Obstacles – What might stop you ...
	Support – What support do you need ...
	Personal Action – What do you need to do ...

**Did the Learning Partner build rapport?**

**Did the Learning Partner get all the relevant information out of the new Leader?**

**Did the Learning Partner ask for evidence for any RPL?**

**Was it clear what the next steps were?**

**Did the Learning Partner find out what was worrying the new Leader?**