

EO PRESENTATION FORMAT

		Scheduled Coaching	Open Coaching
Opening	Moderator <ul style="list-style-type: none"> One word open (optional) Reminder: listen for own value & confidentiality Assign member roles (timekeeper, scribe, process observer) 	2 Minutes	2 Minutes
	Coach <ul style="list-style-type: none"> Communication Starter <ul style="list-style-type: none"> Connect to how presenter is feeling, 10 seconds Presenters' expectations 	3 Minutes	N/A
Presentation	Presenter <ul style="list-style-type: none"> Presentation or Open Coached 	Up to 15 Minutes	Up to 15 Minutes
Experience Share	All (except presenter) <ul style="list-style-type: none"> Q&A (only if necessary) Silent reflection Experience sharing - resonant, single event 	30 - 40 Minutes	20 - 30 Minutes
Close	All <ul style="list-style-type: none"> Forum take away <ul style="list-style-type: none"> Personal insights (not about presenter) Presenter closes with their personal learning One word close 	5 - 10 Minutes	5 - 10 Minutes
TOTAL TIME		60 Minutes	* 40 - 60 Minutes

* **Open Coached** presentations are sometimes shorter when they are Q1 topics, top of mind for the presenter and context has been previously shared with the forum.