

**KPF** Kristie Prett-Frontczak

# A Mastermind Guidebook for ECE Leaders



# ECE Leadership Mastermind 2019

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# Touchstones: A Mastermind Pledge

*Touchstones* can be thought of as:

- A pledge or promise to establish a sense of belonging and identify shared values
- A set of universal values and aspirations
- A guide for decision-making
- A living creed to support and build a community of learners

These touchstones are adapted from the work of Parker J. Palmer and the Center for Courage and Renewal. Click [here](#) to learn more about how they use touchstones in their circles of trust.



- **Be engaged and as fully present as possible**

During Mastermind sessions, find a quiet place where you will not be interrupted. Tell colleagues, family, and friends ahead of time that you will respond after the session. When working on a computer or mobile device, turn off all alerts and avoid checking your email or text messages. To be fully present also means being “ok” with strong emotions (yours or others). It’s about acknowledging when you are fighting doubt and fear, as well as to celebrate successes, no matter their size.

- **Choose for yourself when and how to participate**

All members of the group have different strengths, experiences, and preferences. Thus, with a few exceptions (e.g., when you are in the hot seat, bringing a gift to each Mastermind session), how you participate in synchronous and asynchronous activities is by invitation and no one should feel they must talk, contribute, or provide answers.

- **Help make space for silence and reflection**

While we will keep to a fixed schedule during Mastermind sessions, the discussions should not be fast and furious. All members of the group will aim to slow down and pay attention to the “inner teacher” that is trying to speak in you and in others. This requires balancing our desire to produce something and make a change with the patience needed to gain the wisdom to truly listen.

- **Ask honest open questions**

When possible, and unless specifically asked, avoid offering advice, trying to fix the situation, or offering solutions to others. Instead, ask questions that are free of judgment or advice, questions that come from a simple desire to help the speaker explore more deeply what she has said. Members will judiciously share background considerations, rationales, and about their own experiences.

*“It’s at such a bedside where we finally learn that we have no “fix” or “save” to offer those who suffer deeply. And yet, we have something better: our gift of self in the form of personal presence and attention, the kind that invites the other’s soul to show up.” Parker J. Palmer*

- **Observe confidentiality**

Limit when, where, and how often we talk about what the group has discussed. The safe space we’ve created requires a high level of trust and confidence that what we say will not be passed to others without explicit permission. It means that we understand that topics may not always be something that should be extended to a larger group of colleagues or even shared friends.

Please sign, date, and return this pledge.

*Mastermind Pledge*

I, \_\_\_\_\_ agree to participate by adhering and

honoring these touchstones.

\_\_\_\_\_(date)

## Schedule of Sessions

Cohort 6, 2019

- June 29th from 1:00-3:00 pm ET
- July 2nd from 3:30-5:30 pm ET
- July 5th from 1:00-3:00 pm ET
- July 9th from 1:00-3:00 pm ET
- July 22nd from 7:30-9:30 am ET
- August 6th from 7:30-9:30 am ET

### *Hot Seat Schedule*

Session 2: \_\_\_\_\_ and \_\_\_\_\_

Session 3: \_\_\_\_\_ and \_\_\_\_\_

Session 4: \_\_\_\_\_ and \_\_\_\_\_

Session 5: \_\_\_\_\_ and \_\_\_\_\_

# Outline by Session

## Session 1 (Two Hours)

- Welcome (KPF)
- Introductions (5 minutes each)
  - KPF and then we'll work from West to East
  - Share vision of the Masterminds for ECE Leaders
- Contemplative reflection activity (5 minutes)
  - *What am I creating?*
  - *What am I avoiding?*
  - *What am I sustaining?*
  - *What do I want to pursue with passion and purpose?*
  - *What am I interested in?*
  - *What am I curious about?*
- Superpowers Self-Assessment Activity (20 minutes)
  - Overview of the [self-assessment](#) (KPF) (see Dashboard – Resources – Session 1)
  - Share superpowers and observations
  - Action step: Note at least one way in the next two weeks you'll strengthen/put your superpower to use
  - Activity extension: [VIA survey](#) (see Dashboard – Resources – Session 1)
- Administration and other logistics (30 minutes)
  - Q&A about any part of the Mastermind process and/or files
  - Review what it means to be in and out of the hot seat
  - Set hot seat schedule
  - Action step: Note at least one thing you want to remember that will help you prepare for the next session
- Setting professional and personal policies activity (30 minutes)
  - Read this [blog](#) ahead of time (see Dashboard – Resources – Session 1)
  - KPF to share a bit more about habits and setting policies
  - Group work: Set at least one policy
  - Activity extension - (see Dashboard – Resources – Session 1)
  - Action Statements (1 minute each) going from East to West
- Group gratitude/gift sharing (optional)
  - Post in ZOOM chat and/or share what you are grateful for
    - Gratitude “gifts” can include a link to a blog, podcast, service, and/or product you believe others would appreciate knowing about. Be sure to “interpret” what you share to help make it relevant to others in the cohort

## Sessions 2-5 (Two Hours Each)

- Welcome and getting settled (5 minutes)

- Contemplative reflection activity (5 minutes)
- Catch-ups with non-hot seat members (10 minutes each)
- Hot Seat – Spotlights (2 people 30-40 minutes each)
  - Person in the hot seat:
    - Come prepared to provide context for where you are currently and:
      - How we can help
      - What sort of feedback you would like
      - What issue(s) you want to address
      - What you need assistance with
    - Share screen as needed
    - Pose a clear question/request to others
  - KPF's responsibilities
    - Start the ZOOM recording
    - Takes notes (posted to Dashboard following session)
    - Clarify the question/request
    - Time keeper
  - Non-hot seat participant responsibilities
    - Take notes to share with person in the hot seat (optional)
    - Listen until person in the hot seat is finished and KPF has clarified what is asked of the group
    - Ask honest open questions
    - Share screen as needed
  - Person in the hot seat may redirect group and/or indicate when they have what they need to move forward (even if time remains)
  - KPF will give a 2-minute warning and will then restate and validate what was asked and provided
  - Person in the hot seat will identify/restate action steps
- Action statements (1 minute each)
- Group gratitude and gift sharing (5 minutes)
- Thanks and wrap-up (KPF – 2 minutes)

## In-Between Sessions (Facebook)

- Share progress on action steps and toward goal(s)
- Revise and set new goals to report on next time

- Receive supportive feedback and acknowledgment from others
- Be inspired, inspire others
- Visit Cohort Dashboard to access archived resources and recordings of sessions

## Session 6 (Two Hours)

- Welcome and getting settled (5 minutes)
- Contemplative reflection activity (5 minutes)
- Around the horn check in (5 minutes)
- "Talk Stories" (20 minutes each)
- Our journey together – KPF recap (10 minutes)
- Action statements (1 minute each)
- Group gratitude and gift sharing (5 minutes)
- Thanks and farewells (KPF – 5 minutes)



# Asking Honest Open Questions

*“An open question is one that expands rather than restricts your arena of exploration, one that does not push or even nudge you toward a particular way of framing the situation.” ~Parker Palmer*

Each of us faces a whole host of situations, challenges, and dilemmas in our work and day-to-day lives. We can find ourselves dealing with complicated personal/family problems, making hard decisions, asking hard questions, and/or choosing between two actions/options.

When a member of the cohort shares a dilemma/challenge/situation with us, what is our knee jerk reaction?

*To fix? To judge? To give advice? To empathize? To lead? To solve?*

Asking honest open questions allows us to:

- Avoid jumping to find a solution
- Avoid identifying the solution for the other person
- Avoid reacting
- Gain a deeper understanding of the situation and possible actions
- Value listening without judgment

Honest Open Questions often begin with “what”, “when”, “where”, “who”, or “how” vs. “why”.

*“Don’t give advice, unless someone insists. Instead, be fully present, listen deeply, and ask the kind of questions that give the other a chance to express more of his or her own truth, whatever it may be.” ~ Parker J. Palmer*

## **GUIDELINES – WHAT TO DO:**

1. Ask questions that you can’t possibly know or anticipate the answer to
2. Ask questions that are brief and to the point.
3. Ask questions that are simple and straightforward
4. Ask questions about feelings as well as facts and those directed to the person as well as the problem
5. Stay with the person’s language – use words the person is using (not what you think they might-or should-be feeling)
6. Use images or metaphors that the person might relate to, as to open things up in ways that more direct questions do not

## **THINGS TO AVOID:**

- Satisfying your own curiosity
- Paraphrasing what has been said
- Sharing background considerations, rationales, or your own experiences

- Drawing attention to yourself through long storytelling or speech making
- Asking these types of questions in all situations
- Asking leading questions or those with a right or wrong answer

This information is based on the work of Parker J. Palmer, John Morefield, and Marcy Jackson, and is inspired by the work of Parker J. Palmer and the Center for Courage and Renewal. It is adapted from <http://managementhelp.org/blogs/personal-and-professional-coaching/2012/01/10/practice-of-asking-open-and->

### Examples:

- *What surprises you?*
- *What moves or touches you about this?*
- *What inspires you?*
- *What was easy?/What was hard?*
- *What are your expectations or hopes?*
- *How does this work for you?*
- *What questions do you have?*
- *What is the hardest aspect of this situation?/What is the easiest?*
- *What has been most helpful?/Least helpful?"*
- *Have you ever had an experience that felt like your current dilemma?*
- *Did you learn anything from that prior experience that feels useful to you now?*
- *How do you feel about the experience you just described?*
- *You said this was an \_ situation – could you say more about what this means to you?*
- *What do you mean when you said you felt \_\_\_\_?*
- *If you were writing a book about this experience, how would you name this chapter?*
- *If you were using a roadmap to navigate this issue, what would be on your map – the rest stops, the destinations, the detours?*

### Examples from past Masterminds

- *What does it look like when you are stuck?*
- *How could you be intentional to get where you want to be?*
- *What can you use from past experiences to create this new blue print?*
- *Six months from now, what would success look like?*
- *What would a confident version of you look like during the meeting?*
- *What would success feel like after the meeting?*
- *Who are other champions in this situation?*
- *What would a common understanding look like?*
- *Why is your voice needed now more than in other situations?*
- *How can you connect to what he cares about, what he is trying to solve?*
- *How is your sense of urgency playing role in this situation?*
- *What were your expectations when you took on the role?*
- *What would it look like for the teams to be connected?*
- *How do they see your role? Past, present, future?*
- *What makes them the expert?*
- *What is your vision of shared leadership?*
- *How do you define/conceptualize impact?*
- *If there was one "hat" you could pass off, what would it be?*
- *How can both models of coaching be used?*

- *How can you operate within a traditional hierarchy but in a way that you envision?*
- *How did mentors do this for you in the past?*
- *What challenges do you face in creating leadership opportunities for staff?*
- *What would teacher leaders look like in your current configuration?*
- *What are your strengths as a leader?*
- *When you think of teacher leaders in EC what does it look like?*
- *What does engagement look like?*
- *How do you see learning “tools”?*

Remember, we can explore (e.g., discuss, brainstorm) and even admire a problem or issue to death. The greatest benefit you can offer is to provide short, in the moment responses.

## Hot Seat Pre-Session Planning Form

### Questions to ask yourself:

- What is ONE thing I need assistance with?
- What is ONE thing I'm struggling with, or want to brainstorm about?
- Is there someone (or something) I would like to change? What is it specifically about (person \_\_\_\_\_) or (thing \_\_\_\_\_) I would like to change?
- What ONE thing is most predominate in my life currently? Why is it taking up so much time/energy/space?
- If I could change ONE thing in my life, what would it be and what support do I need to achieve this change?
- Which change would make me most happy and why?
- What do I want to see happen in the next few weeks?
- What am I feeling stuck on?
- What sort of feedback am I seeking?

### Things to consider:

- How do I like to receive feedback?
- What causes me to hear "shark music?"
- What are my triggers that others should avoid?
- How can I stay focused on the WHAT vs. the why or the story around my issue/concern?
- What timelines or external pressures am I facing that may be out of my control?
- What are my expectations from my time in the hot seat?
- Do I have a clear question/request for my time in the hot seat?

## Hot Seat Note-Taking Form (optional)

Week of \_\_\_\_\_

Challenges or Projects to Share with the Group:	Suggestions from the Group:
Contacts/People/Resources Suggested by the Group:	Areas to Take Action On:

# Technology Information and Support

Kristie: Text/call cell (330-310-1040) or email [Kristie@Kristiepf.com](mailto:Kristie@Kristiepf.com)

Ashley Lyons: Email [anlyons7@gmail.com](mailto:anlyons7@gmail.com)

## ZOOM

- If this will be your first time using Zoom, there's a tiny bit of software to download (just like when you join any webinar). So, do allow an extra minute or two to get on the call so you don't miss a thing.
- You can call in on a phone – but it's much friendlier on video (which you can turn off and on during the webinar).
- Details for joining will be sent a few days before our first session.
- All sessions will be recorded and links shared on our Mastermind Dashboard.

### Zoom Tutorials:

- How to join a ZOOM meeting from an invitation: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- Bit more detailed tutorial on how to join from your desktop (PC or MAC), device (tablets, smartphone) with an app, or phone: <https://www.youtube.com/watch?v=fGbpwZNW3Oi>
  - Phone is an option if you are in a place with poor internet connectivity
- Check your internet connection by joining a test meeting before our webinar: <https://zoom.us/test>

## Secret FB Group

- Contact KPF if you do not receive an invitation.
- Contact Ashley if you need help setting up a FB account for “Mastermind only” purposes.



# Superpowers At-A-Glance Worksheet

The Superpowers At-A-Glance Worksheet is for those interested in finding out, gaining a deeper understanding, and using their superpowers to promote social-emotional health and well-being.

Below, you'll see the four categories of superpowers. After you have ranked your top 8 essence attributes, summarize your findings here.



**Solutionary**

\_\_\_\_ out of 8



**Performer**

\_\_\_\_ out of 8



**Organizer**

\_\_\_\_ out of 8



**Unifier**

\_\_\_\_ out of 8

Once you have calculated totals for each category, identify which best describes you. Does one category stand out or are you a mixture?

Take time to consider how you can grow and nurture these superpowers in yourself, others, and in your community. Use the "Workbook of Human Superpowers" to guide your reflection.



# Superpowers Categories

## Characteristics for Each of the Superpower Categories

- Thought-oriented
- Problem solver
- Innovator
- Cool, calm, collected
- Good at thinking
- Logical
- Perfectionist
- Good listener & watcher

### Solutionary

- Learns by doing
- Action-oriented
- Confident & competitive
- Needs variety
- Deals w/here and now
- Loves hands on activities
- Social & adventurous
- Dynamic & animated

### Performer

- Prefers structure & rules
- Task-focused
- Organized
- Strong sense right/wrong
- Goal-oriented
- Brings stability
- Needs to be useful
- Work comes before play

### Organizer

- People-oriented
- Seeks to create harmony
- Compassionate
- Nurtures others
- Flexible & helpful
- Need to be creative
- Committed to ideals
- Brings unity

### Unifier

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Notes \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Superpowers



# Self-assessment KEY

## PROMOTING SOCIAL-EMOTIONAL INTELLIGENCE ACROSS THE LIFESPAN

The ESSENCE GLOSSARY™ is a resource designed to promote social-emotional intelligence. The glossary, comprised of 32 attributes, provides both a common language, and a simple approach to understanding and supporting the growth and development of all individuals. Numerous scientific studies have indicated that when cultivated and reinforced, these attributes increase cooperation and collaboration, through the intentional, yet gentle discovery, of our shared humanity.

<b>ADAPTABILITY</b> openness to changing conditions <b>U</b>	<b>ADVOCACY</b> encourages multiple views by promoting: choice, expression of opinions, and equal rights <b>O</b>	<b>APPRECIATION</b> recognizes the inherent qualities within self, others, and everyday experiences <b>S</b>	<b>ATTENTION</b> purposefully and selectively directs the mind <b>O</b>
<b>BRAVERY</b> overcomes fear and uncertainty to take action <b>P</b>	<b>CHARITY</b> shares one's time, talents, and resources <b>S</b>	<b>CIVILITY</b> uses respectful words and actions towards others <b>O</b>	<b>COMPASSION</b> recognizes human needs and is motivated to address <b>U</b>
<b>CREATIVITY</b> constructs, connects, and adapts information in new ways <b>U</b>	<b>CURIOSITY</b> interested and willing to explore and discover <b>S</b>	<b>DISCERNMENT</b> considers relevant information to make sound decisions <b>S</b>	<b>EMPATHY</b> feels what others feel <b>U</b>
<b>ENGAGEMENT</b> interacts with things and/or people across environments <b>U</b>	<b>FAIRNESS</b> ensures equality without discrimination <b>O</b>	<b>FORGIVENESS</b> acknowledges wrongdoing without seeking revenge or punishment <b>S</b>	<b>GRATITUDE</b> expresses and shows thanks for things given or benefited from <b>P</b>
<b>HONESTY</b> acts and speaks from one's truth and with integrity <b>O</b>	<b>HOPE</b> shows optimism despite human hardships <b>U</b>	<b>HUMOR</b> approaches life with playfulness and lightheartedness <b>P</b>	<b>KINDNESS</b> helpful, generous, and unconditional approach to self and others <b>P</b>
<b>LOVE</b> affection and devotion for self and all living things <b>P</b>	<b>LOVE OF LEARNING</b> orientation and openness to new knowledge and new experiences <b>S</b>	<b>PATIENCE</b> remains steady and calm during personal discomfort <b>S</b>	<b>PERSISTENCE</b> continues or finishes what is started, despite difficulty, distractions, and challenges <b>P</b>
<b>RELiance</b> recognizes interdependence with others and the environment <b>U</b>	<b>RESILIENCE</b> capacity to recover from adversity <b>P</b>	<b>RESPONSIBILITY</b> accepts ownership of one's actions <b>O</b>	<b>SELF-REGULATION</b> shows discretion in one's thoughts, emotions, and actions <b>S</b>
<b>TEAMWORK</b> works effectively with others to achieve mutual goals <b>U</b>	<b>TOLERANCE</b> fair and objective attitude toward differences in others <b>O</b>	<b>TRUST</b> belief in and reliance on objects, self, and others <b>O</b>	<b>ZEST</b> enthusiasm for life <b>P</b>

[www.essenceglossary.com](http://www.essenceglossary.com)

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## SCAFFOLDING FOR SUCCESS ACTIVITY

### Mastermind for ECE Leaders: Scaffolding for Success

based upon Jonathan Field's 7 P's for Success Scaffolding  
Good Life Project Podcast: TO SUCCEED AT ANYTHING, DO THIS.

- Step 1: Write and sign your pledge, which is what you will publicly share regarding what you want to achieve/become/accomplish

- Insert your name in the 1st blank
- Insert the course of action vs. the outcome(s) in the 2nd blank
- Insert the schedule/frequency (daily, weekly, monthly) with which you will measure your performance in the 3rd blank
- Insert the way(s) you will take an objective "picture" of where you are and your performance over time in the 4th blank.
- Make sure your course of action is practical and can adapt to your reality given where you are today.

I, \_\_\_\_\_, pledge that I'm committed to  
doing \_\_\_\_\_,  
and will measure my success \_\_\_\_\_ by

\_\_\_\_\_  
\_\_\_\_\_ (signature)

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- **Step 2: Identify the people who can help you experience success, including:**

- "Parallel Playmates" - those with similar goals or on a similar journey
- "Champions" - those who will lift you up and give you encouragement
- "Mentors" - those who will teach and inspire you
- "Accountability Partners" - those who will give you honest feedback
- "Community Members" - those who will provide a sense of belonging



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- **Step 3: Rate the degree to which you believe in the possibility of your success**

- Consider your intrinsic beliefs
- Determine the extent to which the door of possibility is open
- Take the "four tendencies" quiz to help determine your rating:  
[http://gretchenrubin.com/happiness\\_project/2015/01/ta-da-the-launch-of-my-quiz-on-the-four-tendencies-learn-about-yourself/](http://gretchenrubin.com/happiness_project/2015/01/ta-da-the-launch-of-my-quiz-on-the-four-tendencies-learn-about-yourself/) or <http://bit.do/4tendencies>



\_\_\_\_\_ Possibility Rating

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