

# Hot Seat Outline

Outline of a Hot Seat Session (from a participant standpoint):

## 1. Instructions

- a. The Hot Seat will last for 15 minutes
  - b. You will have 2 minutes during the Preamble; be clear about what you need from the group
  - c. Reminder to other members of the group – Please be concise in your responses and share the conversation equally
  - d. It is okay to share *all* advice, questions, experiences and insight. Don't edit yourself; we're looking for quantity at this point
- 2. Preamble** (2 minutes) Start with the question you would like answered, then fill in the backstory do people have the details.
- 3. Summarize:** (1 minute) The facilitator will ask Hot Seat participant if he/she got it right. Allow him/her to clarify any unclear points
- 4. Clarifying Questions:** (5 minutes) Members will ask clarifying questions. Don't ask questions that have no relevance to the Hot Seat topic
- 5. Masterminding:** (5 minutes) Members will give advice, ask questions, share their knowledge and experience, offer insights and resources, as well as support and encouragement.



6. **Facilitator Comments:** (1 minute) Facilitator will bring up any insights or comments that were NOT brought up by the other members to the person in the Hot Seat
7. **Epilogue:** (1 minutes) What ideas resonated with Hot Seat participant with him/her
8. **Continue the Conversation:** Members can continue the conversation with Hot Seat participant if they have more to share after we ran out of time. Please post your questions and responses on the Member Forum so that all mastermind group members can see responses. Other members may be facing similar issues in their family business and benefit from the responses.
9. Thank you for participating

