The Reflective Process – Guide

- **Roles**
  - Timekeeper
    - Manages time for the group (and provides 1 minute warnings)
    - Participates as part of The Reflective Team
  - Presenter
    - Speaks with the Listening Partner as if no one else is present
    - Provides enough background info to discuss the case or issue
    - Presents the case and raises internal struggles, questions, and concerns
  - Listening Partner
    - Listens as if no one else is present as the Presenter speaks
    - May ask Presenter for clarifying questions about the issue or incident
    - Asks questions focusing on the inner experience of the Presenter (rather than the clients or parties involved in the case)
    - Focuses on reflection about processing the trauma or experience
  - Reflective Team
    - Talks amongst themselves about what they heard from the Presenter
    - Adopt a curious, inquisitive, and not knowing stance
    - Focus on understanding the experience of Presenter (avoiding “fixing” or “advising”)

- **Procedure & Schedule**
  - 10 Minutes
    - Welcome and introduction of reflective process, focus, and goal
  - 15 Minutes
    - Presenter shares with Listening Partner (all others are silent)
  - 1 Minute
    - Silence (Reflect & form thoughts or questions to discuss)
  - 10 Minutes
    - Reflective Team discusses (Presenter & Listening Partner do not participate)
  - 1 Minute
    - Silence (Reflect and form thoughts or questions to discuss)
  - 5 Minutes
    - Presenter again speaks with Listening Partner (Providing feedback)
  - 15 Minutes
    - All come together to discuss
  - 5 Minutes
    - Closing (silence, meditation, natural close, whatever is appropriate)