

of their CFG meeting time to allow participants to reflect on what happened during that session, and to write reflections to be read at the start of the next CFG meeting. In this way the group can benefit from this process the same way participants of a Five-Day CFG New Coaches training do.

Remember—as a facilitator or coach, your prompts for reflective writing will determine what kind of responses you'll get! For example, if you feel that you have a group that might be more on the negative side, you may not want to start with the “*What works/what doesn't*” prompt. Instead, you might want to start with a prompt more along the lines of “*What is one learning or Ah-HA! moment you had today?*” This prompt will reasonably ensure that you'll start the next CFG meeting on a positive note, as you will be reading out one positive learning after another.

Making time for reflection ensures that greater understandings will arise from any experience. Although solitary reflection can be beneficial, we know that reflection is enhanced when we share our learnings with others. Framing “mistakes” as opportunities for growth is an important part of continuous improvement as professionals. However, this will never happen if we don't actually make the time for this to take place. Five minutes of reflection, followed by sharing is a powerful tool for developing our skills, confidence, and motivation. 🌱

### **REFLECTIONS PROMPTS LIST** *developed by Michele Mattoon for the NSRF*

1. In what ways have you gotten better at this kind of work?
2. In what ways do you think you need to improve?
3. What problems did you encounter while you were experiencing this (CFG meeting, protocol, activity)? Did you solve them? How?
4. How do you feel about this work? What parts of it do you particularly like?
5. What did/do you find frustrating about it?
6. What were your goals around this (CFG meeting, protocol)? Did your goals change as you went through this experience?
7. What does this work reveal about you as a learner?
8. What have you learned about yourself as a result of this work?
9. Did this (CFG™ meeting, protocol, activity) meet your needs?
10. What is one goal you would like to set for yourself in the future?
11. What might you need more help with?
12. What are your hopes around this work? Fears (or concerns)?
13. In what ways have you improved as a coach/teacher leader/facilitator? What brought about those improvements?
14. What skills did you acquire in this experience?
15. What are your challenges? How will (could) you address them?
16. What surprises came up?
17. What felt risky to you? Did anything put you in the danger zone?
18. What knowledge or understanding do you wish to gain? What skills do you wish to develop?
19. Why are you here? How is this related to your professional goals as a teacher, administrator, etc.?
20. What was the best thing that happened today/this week?
21. What was the most difficult/satisfying part of this work?
22. What do you think is your most valuable contribution to this group?
23. What did you contribute to the day?
24. What was accomplished?
25. Were you comfortable today or uncomfortable? Why?
26. Did anything frustrate you? What?
27. What was the best/worst/most challenging thing that happened?
28. How will these new skills you developed benefit others?
29. What were your interactions like?
30. What feelings or emotions (if any) did you experience?
31. What did this experience make you think about?
32. How have your assumptions been challenged by this experience?
33. Where will you go from here? What's your next step?
34. How will you share this experience and your learning with others?
35. What do you want to do with this experience?

### **MOMENT BY MOMENT REFLECTIONS,** *developed by Tonio Verzzone for the NSRF*

1. At what moment during the training did you feel the most engaged? Why?
2. At what moment during the training did you feel the most disengaged? Why?
3. What activity did you find most helpful? Why?
4. What activity did you find most confusing? Why?
5. What moment during the training did you most enjoy? Why?