

# Creating Out Loud: A “council style” approach to peer coaching (Easy Read)



## Overview – Council Style

### Purpose – What are we doing today?



This Discussion Guide tells you how to run a **Council Style** meeting.

It uses peer-coaching to get help with goals.

### About a council style meeting



Everyone has a turn to be a **presenter**.

The presenter shares their issue, problem or question.

The rest of the group is the **council**. They help the presenter by:

- Sharing ideas.
- Sharing resources.



The group needs a timekeeper.

## Agenda – Our meeting program

| Activity  | Timing               |
|---|----------------------|
| 1. Being here                                       |                      |
| 1.1 Acknowledgement of Country                      | 5 minutes            |
| 1.2 Say hello                                       | 10 minutes           |
| 2. Council session                                  | Approx. 1 – 1½ hours |
| 2.1 Issue presentation                              | Maximum 5 minutes    |
| 2.2 Issue clarification                             | per person           |
| 2.3 Sharing ideas and resources                     | Maximum 10 minutes   |
| (NOTE: Repeat Step 2 above for each circle member.) |                      |
| 3. What next?                                       | 5 minutes            |

# 1. Being here

## 1.1 Acknowledgment of Country



**The facilitator can say:**

“I acknowledge the Traditional owners of the lands where we work and live.”

“I pay my respects to Elders.”

“I acknowledge any Aboriginal or Torres Strait Islander people meeting here today.”

## 1.2 Check in – Say hello to the group



Everyone sits in a circle.

Take turns to:

- Say your name.
- What do you do in the arts?
- If you have been before, tell your group about what you have done since the last session.

## 1.2 Choose a timekeeper






**Choose a timekeeper**

A timekeeper makes sure everyone has a turn.

## 2. Council session

### 2.1 Issue presentation





|   |  |
|---|--|
|    | <p>Each person thinks about their work in the Arts.</p> <p>Each person chooses something they want help with.</p>            |
|   | <p>Choose a person to start. This is the <b>presenter</b>.</p> <p>The presenter tells everyone what they want help with.</p> |
|  | <p>They have 3 minutes only.</p> <p>After this, the presenter can only speak if they are asked a question.</p>               |



## 2.2 Issue clarification – ask questions

|   |   |
|---|---|
|  | <p>Other people in the group are called <b>council members</b>.</p> |
|  | <p>They have 2 minutes to ask questions about the issue.</p>        |

## 2.3 Sharing ideas and resources

|   |  |
|---|--|
|   | <p>Council members help the presenter by sharing:</p> <ul style="list-style-type: none"> <li>• Ideas</li> <li>• Suggestions</li> <li>• Resources</li> </ul> <p>They have 10 minutes.</p> <p><b>The facilitator can say:</b></p> <p>“What do you do in that situation?”</p> |
|    | <p>The presenter listens to the ideas and suggestions.</p> <p>The presenter doesn't speak.</p>   |
|    | <p>The presenter says thank you at the end.</p>  |



Take turns until everyone has been the presenter.



When you are the presenter, take notes to remember good ideas.



### 3 What next?

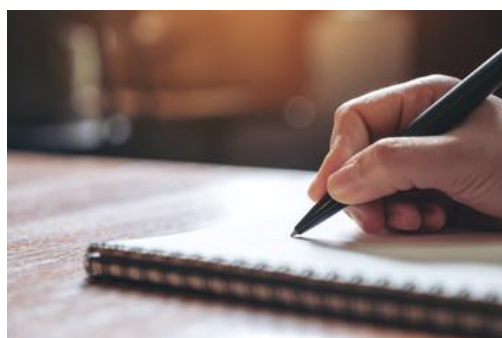
#### Do something after the meeting.



Things you might like to do:

- Write down your ideas and thoughts.
- Act on some of the suggestions given in the council session.
- Help other council members with their issue.
- Next meeting you can tell the group about what you have done.

#### What one step will you take before the next meeting?



##### Tips:

How to achieve a goal:

- Choose one thing.
- Write it down. You can use the space on the next page. Your support person can help.
- Tell the group.

Even small steps help you work towards your goal.



## Additional Resources

### More Discussion Guides

Discussion Guides on other topics related to arts and culture can be found at:

<https://creatingoutloud.business.uq.edu.au/>

## Acknowledgements



The Easy Read versions of the Creating Out Loud materials were developed by Rhonda Faragher, Jan Lloyd, Michael Cox, Alana Pettigrew and Sarah Zahnleiter.

This Discussion Guide was prepared by Dr Kate Power, as part of the “Creating Out Loud” research project.

Dr Power acknowledges all First Nations peoples, particularly in the country in which this work was undertaken. On behalf of The University of Queensland, Dr Power pays respect to Elders past, present and emerging.

Dr Power thanks each of the participants in the Creating Out Loud project, whose feedback has contributed to the design of this Guide.

The opinions in this Discussion Guide do not necessarily represent the views of The University of Queensland, funding / industry partners, or the individual members involved in the reference groups.

### About Creating Out Loud

“Creating Out Loud” is an 18-month Industry Research Fellowship funded by the Queensland Minister for State Development, Tourism and Innovation, under the Advance Queensland Industry Research Fellowship program.

Creating Out Loud was developed to support Queensland's artists and arts managers as they recover from and rebuild business, artistic, and cultural practices following the COVID-19 pandemic.

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## Suggested citation:

Power, K. 2024. *Creating out Loud:  
Council model (Easy Read)*, Brisbane,  
Australia: The University of  
Queensland.

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