

TIPS FOR DOING A VIRTUAL LCP DEBRIEF OR COACHING SESSION:

by phone or internet virtual meeting platform e.g. Zoom, Skype, Google hangouts, GoTo Meeting, Microsoft Teams.

Connect with the intended purpose of the debrief ... To be in service of the Leader and for them to gain deeper insights into their own leadership and their perceived impact on others.

Preparation is the Key: You need to be better prepared when coaching in the virtual environment than face to face.

Preparation - Environment

- Practice an entire debrief beforehand - Be at Ease with the technology.
 - If using an internet-based platform test it before the session. Is it working as you expect? Trial it on a friend or family members. Is the login experience easy for them?
 - Do you know how to be on video, to easily share your screen and to switch between documents?
 - Practise zooming in and out of the Graph as part of your “walk through the structure”
 - Have a backup in case internet stability lets you down e.g. a dial in phone number or an alternative platform.
- It is easier to conduct the debrief if you have 2 screens - one for the documents and one to see the Leader.
- If some setup is required by the Leader, make sure that this is communicated well in advance and give them time to do this (see below Communication with Participant).

Tip: you may want to consider letting the Leader choose the platform that they are most comfortable using, and you do the work of acclimatising.
- Be aware of the background that is visible on the screen and modify as needed.
 - Consider using a physical screen for this purpose.
 - Your platform may allow you to “Choose a virtual background”.
 - Check out your platform Setup Preferences and adjust to suit – “Touch up my appearance” is a good one.
 - Ensure that you have a good strong lighting source on your face such as a desk light – natural light can be unreliable and put your face into darkness.
- Make sure that you are in a private space and will not be interrupted during the debrief.
 - Feel comfortable and relaxed in your environment. This will help the Leader to also feel comfortable.
- Seek to minimise distractions during the debrief.
 - Background noise, phone turned to silent, computer alerts are off.
 - Depending on the platform you may be sharing your entire computer screen rather than just the document that you want to share. If this is the case turn Off Notifications to prevent pop ups from being seen. Present a clean desktop with everything shut down that is not needed.

Ground yourselves and find your center. Just like a regular debrief, bring your undefended presence, to meet the Leader where they are at and come from a place of service.

Preparation – Communication with the Leader prior to the Debrief

Send an email well in advance of the scheduled debrief date, advising the details of the session and providing the details of how you are going to connect e.g. phone number, conference call access, or the platform link and the alternate dial in number.

If they are going to be on a mobile phone or handset (and not on a computer) - advise them to print out the reports and have them ready. They will be unable to properly see their reports on a mobile phone screen.

Tip: in the current Working From Home Environment, they may not have access to a home printer. Check first and don't assume.

Advise them that you have a clear process that you follow for an optimal debrief experience, then set out that process.

Include any resources (or links to them) that you want them to pre-read/watch or to have access to during the debrief.

Resources that you may choose to send include the following (or these may be shared as part of a Kick-off or Introduction Session to the Coaching or Development Program):

1. [LCP Brochure](#)
2. [Video](#): What to expect in your LCP Debrief
3. [Video](#): Creative Vs Reactive
4. [Video](#): The Leadership Circle Model

Or for deeper dives:

5. Bob Anderson's white paper – [The Spirit of Leadership](#)
6. [Video](#): "The Leadership Imperative" video by Bob Anderson (approx. 45 minutes)

Preparation – Resources ready to use during the Debrief

Resources to share with Leader

Ready to share these resources:

- a) via email (if not already sent prior to the Debrief) to the Leader (email is prepared and ready to click SEND) and
 - b) via Shared Screen (so open on your computer, ready to access and be able to toggle back and forth between these pdf documents as needed in your pdf reader):
- [LCP Brochure or Foldout](#) – use to explain the Profile Structure (may wish to send beforehand). Other resource options include LCP Blank Graph; LCP Walk-Through handout.
 - [The Leader's Breakout Report](#) – ask them to read the written comments on page 10 first. You have previously downloaded this from the Project Centre.
 - [The Leader's Graph](#). You have previously downloaded this from the Project Centre.
 - [LCP Interpretation Manual](#) (may wish to send beforehand)
 - [Gifts in the Reactive](#) - optional, to use if relevant.

We prefer not to send the Graph and Report to the Leader prior to the session, especially if they have not yet had an orientation to the Profile. If you do pre-send, we suggest that you ask them not to look at the Profile until they are with you in the debrief. You could also password protect the PDF to ensure this.

Tip: Comments are a key piece of the Profile feedback. You may choose to extract the comments from the report and send an edited version (omitting anything that is too strong) to the Leader prior to the session. Their Pre-work is to review the comments and group them based on themes. In the session you can build on this and anticipate what the Graph is likely to look like. The alternative is to share the comments with them during the session and allow sufficient time to read and digest them.

Refer **TLCGo** for other resources that support the Debrief Process.

Resources for your own use (Not to send to Leader)

In preparation for the Leader's debrief, we recommend that you use the following handouts:

- **LCP Debrief Template** – steps through the flow of a LCP Profile Debrief (or access the long version “Outline for a Debriefing / Coaching Session with The Leadership Circle Profile” in TLCGo).
- **Context Questions** – we encourage you to be familiar enough with these questions, and the flow, so that you can ask them in a conversational style rather than in a scripted way.
- **Patterns & Habits Questions** – as above, we encourage you to be familiar enough with these questions, and the flow, so that you can ask them in a conversational style rather than in a scripted way.
- **Print out the Leader's Profile for you** – with your own preparation notes and questions.

Refer **TLCGo** for other resources that support the Debrief Process.

Conducting the Debrief

To Video or not to Video?

- Video is a personal preference.
 - If your internet is unstable, turning video off does improve stability so video may not be an option for you.
 - There are advantages to just focussing on the voice - tonality, expression, what is said and not said and not being distracted by the visual, staying focussed on the voice.
 - There are advantages in seeing the person as well, picking up body language and other visual cues and enables us to maintain the close personal connection.
- Video Tips
 - Maintain 'virtual eye' contact, especially when you are speaking, by looking into the camera on your computer, rather than looking at the image of their face (which is our natural tendency).
 - Let them know if you will be taking notes and as such looking away.

Flow of the Debrief

Check they have the files open and ready to work with.

If you have already emailed the Leader Graph and Breakout report too them, check before you start the debrief:

1. Did you receive your Graph and Breakout report?
 - a. Be sure to explain the Graph is the large circle.
 - b. The Breakout report has the orange bar down the side.
2. Do you have both open and available?
3. Can you see a regular size screen?

Follow the LCP Debrief Template* process:

Tip: for grounding them and being present – ask what is the weather like where you are?

STEPS per Template	Resources/Notes for Coach*	Resource sharing with Leader * (via email and on share screen)
	“LCP Debrief Template”	
2	Overview of context “Context Questions”	
4	Life story review “Patterns & Habits Questions”	
5	<p>Explain the LCP Structure</p> <p><i>Tip: Experiment swapping steps 4 and 5. Knowing the Creative/Reactive structure provides a nice segue way into asking what life experiences may have influenced how they have chosen to respond.</i></p>	<p>When you are explaining the graph, be sure to zoom in and zoom out as appropriate. Practice doing this before. It is very hard to see the whole graph on screen so sharing this way allows them to see the pieces so that they make take in the whole.</p> <p>Blank Graph, LCP Profile Brochure or Foldout</p>
6	<p>Start with the reading the comments</p> <p>You may wish to leave them alone to read these for 10mins or so OR ask them to read them out aloud to you.</p> <p><i>Tip: First focus on Strengths ; what is confirming, what is surprising, what patterns, themes are they seeing.</i></p>	p10 of the Leader’s Breakout Report
7	<p>Share Graph</p> <p>As a guide you should be showing the Graph approx. 40-45 minutes into the session.</p>	Leader’s Graph
	Share Interpretation Manual	Email toward the end of the session LCP Interpretation Manual

All resources can be found in **TLCGo**.

These virtual tips specifically apply to the initial LCP Profile Debrief. We recommend that the timeframe is 1.5 to 2 hours. Please note that many of these tips equally apply to any virtual coaching session.