

DAC Pod Meeting Facilitator Guide

You've been selected to guide this month's DAC pod meeting. Thank you for keeping us aligned and on track!

Your Role

- Create a welcoming space and manage time
- Guide your pod through the agenda below
- Encourage open, respectful feedback and shared reflection
- Ensure everyone has a chance to contribute
- Help identify areas where the pod can support one another

Pre-Meeting Prep (10–15 min)

- Review your own DAC worksheet
- Remind your pod to complete theirs before the meeting
- Have a timer ready

Suggested Meeting Agenda (45–60 min)

Time	Agenda Item	Details & Prompts
5 min	Welcome & Check-In	Greet the group - Quick round: <i>"How are you arriving today?"</i> (e.g., one word, emoji, color, weather metaphor)
30 min	Round Robin Reflection Sharing	Each person shares their completed Part 1 & 2 of the DAC worksheet (≈3–4 min each) After everyone has shared ask the following questions of the group (you may choose to ask only 1 question, multiple questions, or other questions that are relevant to the shares that aren't listed here): What stood out to you? What strengths or growth areas did you hear? Do you have a suggestion, encouragement, or resource to offer? Where could this person use support? Rotate who goes first to vary energy.
5–7 min	Collective DAC Check-In	As a group, complete Part 4 of the worksheet (rating Direction, Alignment, Commitment: 1 = needs help, 2 = developing, 3 = strong) Discuss: Where are we strongest as a pod?

		Where might we need more clarity or coordination? What can we try differently before next time?
10–12 min	Action Project Collaboration	Each person shares a brief update from Part 5 of their worksheet After each share, pause to ask each individual: What feedback do you need from the group? Is there something you're stuck on or unsure about? Are there opportunities to partner or help each other? Discuss any additional projects the pod wants to collaborate on
5 min	Plan for Next Month & Close	Choose next month's pod facilitator Each person shares their 3 DAC commitments from Part 6 (Direction, Alignment, Commitment) Close with optional shoutouts: <i>"What's something someone did today you want to recognize?"</i>

Facilitator Tips

- Keep time gently
Use soft reminders like "2 minutes left" to help everyone stay on track without rushing.
- Rotate voices
Invite different people to go first each time to vary the rhythm and make space for quieter voices.
- Refocus when needed
Let organic conversation flow, but bring the group back to the agenda if you notice it's drifting too far.
- Encourage honesty, not perfection
This is a leadership *practice* space—everyone is learning. Help normalize vulnerability and growth edges.
- Support peer connection
Look for moments to invite participants to affirm each other or share resources they've used.
- Take light notes if needed
Especially if your pod wants to follow up later, a shared Google Doc or email summary can be helpful.