# Masterminds: Facilitator’s Communications Guidelines

# After the Kickoff:

1. Send your open scheduling windows to a point person at the firm (usually a marketing/BD coordinator) so that they can schedule recurring group meetings every two weeks with you.
2. The meetings may span out for the next 6 – 12 months depending on the length of the coaching engagement. Make sure that any conflicts with holidays are resolved in advance.
3. All the participants should be listed in the invite and the appointment should have reasonable reminders set, e.g. 15 minutes before the scheduled call.

# Before the first Mastermind call:

1. Conduct short ~20-minute interviews with each participant about their individual current challenges and objectives with the program.
2. Ask the participant if they have any questions for you, and document their responses.

# During All Calls:

1. Take relevant notes in their Mastermind Summary report.
2. At the end of the call, lay out the assignment for next lesson for the group.
3. Remind the participants about the date of the next call.

# After All Calls:

1. Send the group the recap and Mastermind Summary within 1 day.
2. Set a reminder for yourself to email the group about the upcoming class at least 1 day before the next call.

# Before the Next Mastermind call:

1. Send the group the recap and Mastermind Summary from the previous call.
2. Remind about the date of the upcoming call.