



Connecting with Colleagues Through the Hourglass Method

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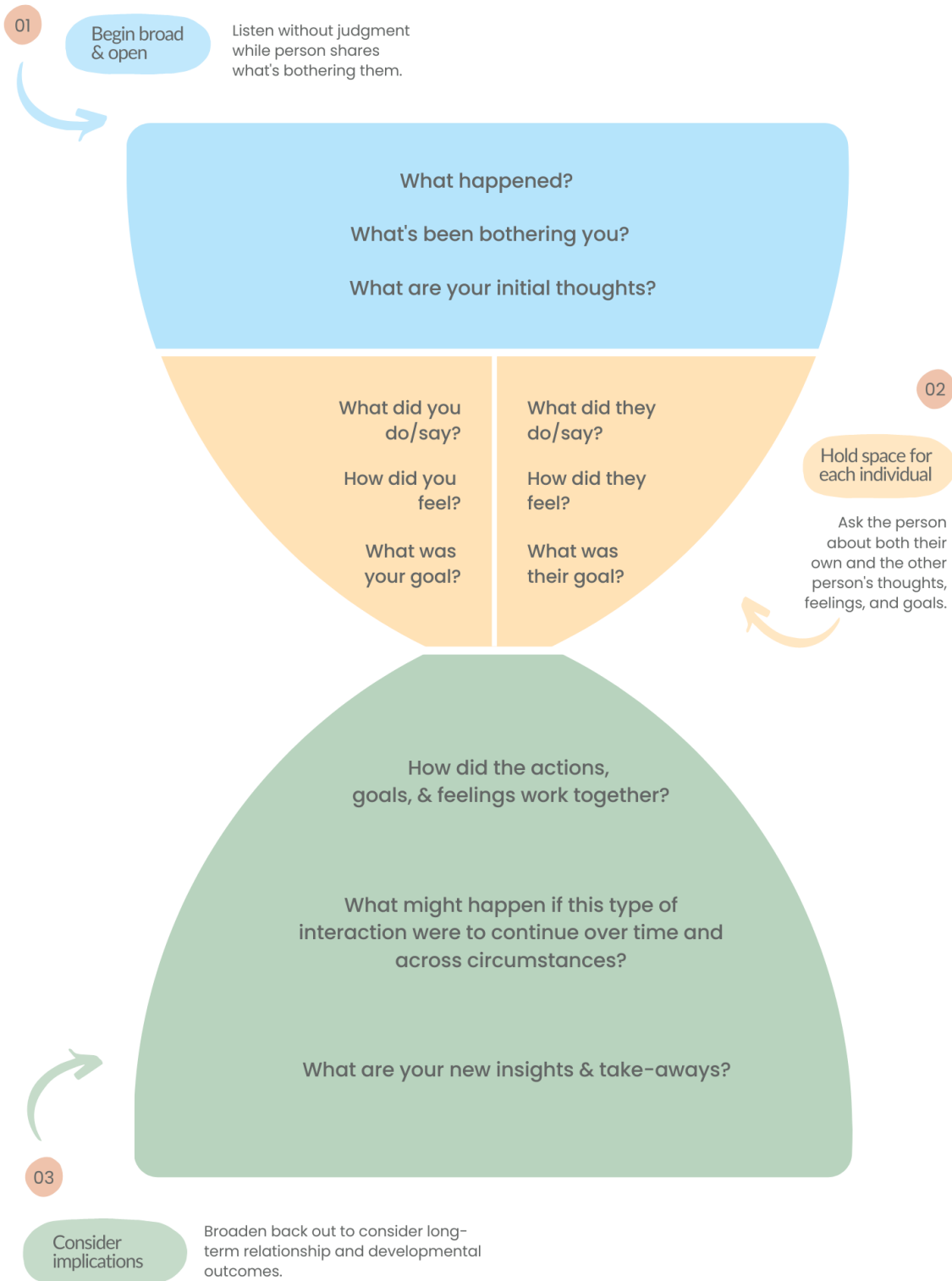
APPLICATION

The Hourglass Method of Reflective Dialogue is a non-directive problem solving technique that uses a specific approach to posing reflective questions before jumping to suggestions and strategies. As a result, people are supported to think for themselves, take ownership over their own insights and actions, and engage in reflective thinking, self-awareness, and perspective-taking. These are the ingredients of empathic inquiry and connection.

Application for connecting with colleagues

- Debrief as a team about an incident that occurred with one or more children, a parent or family, or that occurred within the school
- Discuss a case study, book, podcast, or other resource that supports a new implementation practice
- Support one or more colleagues in processing a challenge they experienced with a child, parent, family, or staff
- Support an individual in making a decision about their future role or growth or change within the program
- Support a small group or team in making a decision about a change to policy or practice
- Support a small or large group navigate a change coming to the program

METHOD



DIRECTIONS

1. Invite the individual or group to engage in the Hourglass Method to help process the problem or decision.
2. Make the Hourglass Processing Form available on a screen, paper, or posted on the wall.
3. (Optional) Set a brief agreement that this process is designed to be collaborative yet not consensus seeking. Each individual gets to have ownership over what ends up being meaningful and relevant to them.
4. Begin at the top of the Hourglass by asking an open question about what happened, what the problem is, or what decision is being discussed.
5. Take notes on the discussion, being intentional to write down the specific words participants use, not your interpretation.
6. Follow the lead of participants as you move through the more specific questions about actions, goals, and feelings. You do not need to stick to a linear order here. Use the blank spaces in the form to remind you where to explore next.
7. Take your time. Allow for quiet pauses to think. This opens up space for new insights.
8. After getting specific details, broaden back out to explore the final questions about implications, recommendations, and insights.
9. Throughout the entire process. Anytime a new connection or aha moment occurs, write the insight down under insights. Review and expand your list of insights and new connections at the end.
10. Wrap up or bring closure to the conversation by asking participant(s) to identify the most meaningful insight and identifying the next plan of action in response.
11. (Recommended) Make a plan for any follow-up conversations or resources that are needed.

Hourglass Processing Form

<p><u>Decision:</u> What is the decision you're discussing? <u>Challenge:</u> What is the challenge? What are the reactions to it?</p>	
<p>I can actually type in this.</p>	
<p><u>Decision:</u> What are the specific details related to your decision? <u>Challenge:</u> What words or actions occurred?</p>	
<p><u>Decision:</u> What are the feelings about the decision or each option? <u>Challenge:</u> What feelings did each individual experience?</p>	
<p><u>Decision:</u> What are you wanting to happen as a result of each option? What do you need? <u>Challenge:</u> What was each individual trying to do? What were they each wanting to happen? How did this work for us? How did the actions, goals, & feelings work together (or not)?</p>	

Challenge: What might happen if this type of interaction were to continue? How might it impact each individual? Their relationship? Other people, spaces, or contexts?

Decision: What might happen under each option? How might it impact each individual? Their relationship? Other people, spaces, or contexts?

What further actions or goals would you recommend? What might these recommendations lead to? What conditions might support or impede your recommendations?

What new insights or connections have you become aware of through this discussion?