



A structured facilitated meeting or workshop where people are invited from other business units or other businesses to provide their experience, insights and knowledge to a team who have requested help.

Peer Assist

A facilitated meeting with peers from previous similar projects to share experience, knowledge and insights.

Preparation: Appoint a facilitator, choose a date and invite peers giving plenty of notice. Circulate background information including purpose and objectives of the peer assist meeting.

1. Home team present context, history and plans for the future and what they hope to get out of meeting.

2. Visitors take up the baton and ask questions & provide feedback about what worked well for them and what could have been done better.

3. Home team analyses & reflect on what's been learned and examine options.

4. Visitors present feedback, answer questions and agree actions with home team.