

Progress Pod™

Leader Training Guide

How to run a great Progress Pod™ Accountability Group that will help your people make progress fast.

Introduction	3
What is Progress Pod™?	4
What does a Progress Pod meeting look like?	4
What is a Next Tiny Step?	5
Why do Progress Pods™ work?	6
Step 1: Set up your Progress Pod™ in the ProgressPod.io software.	7
Schedule a Recurring Zoom meeting for your meeting time.	7
How to run a Zoom meeting longer than 40 Min Zoom on a free account.	8
Chat Groups In ProgressPod.io	8
Standard Progress Pod™ Meeting	13
Progress Pod™ Meeting Checklist Form	15
The Next Tiny Step™ Method	16
You are a “Keeper of the Culture”	18
Techniques for ending a meeting positively.	19
Don’t record the meeting	20
Remind your group of upcoming meetings	20
What if no one turns up to your meeting?	21
What to say when... Useful copy-and-paste scripts	21
Monthly Progress Pod™ Leaders Training and Support Meeting	23

Introduction

Thank you for deciding to become a Progress Pod™ Leader. I'm excited that you have decided to take on this significant and rewarding role.

I know that because of your leadership, you and those in your Progress Pod™ will make incredible progress and achieve great results.

The following guide will tell you everything you need to know to make your role and your Progress Pod™ wonderfully successful.

What is Progress Pod™?

A Progress Pod™ is a peer-led small group that combines the inspiration of a mastermind with the motivation of an accountability group.

Each Pod is made up of **eight people plus a leader** who **meet weekly**.

What does a Progress Pod meeting look like?

A typical Progress Pod meeting consists of six parts or 'rounds'. All participants speak during each round before the meeting moves on to the next round. The exceptions to this are the general discussion question and answer round as not everyone may have questions or answers to contribute, and the Reminders/Notices round.

1. **Talk about what's going well** for them right now.
2. **Report on their progress** and the insights and learnings they may have had. As part of this round, they **identify their Next Tiny Step™** i.e. the first thing they will do (the key) that will start them moving forwards.
3. **Log their Next Tiny Step** in the ProgressPod.io software.
4. **General discussion question and answer round.**
5. **Reminders and/or notices** that you may want to make your participants aware of.
6. **Share something that was useful, valuable or helpful** that they got from this meeting.

What is a Next Tiny Step?

Please memorize this definition:

**“A Next Tiny Step is a
Single, Easily Doable, Tiny Action
that starts you moving forward towards your goal.**

It is the next tiniest action a person can take that will start them moving forward from where they are now towards where they want to go.

It is an action so small, so easy, and so obvious that it requires almost no thought or effort to do it.

It is so tiny that it is almost impossible to come up with an excuse to not do it.

It is not the end result (outcome) of a goal or project they want to achieve.

It's a starting point that triggers further actions.

That **Single, Easily Doable, Tiny Action** is their next tiny step.

It is the Next Tiny Step that starts them moving forward towards their desired outcome or goal.

Why do Progress Pods™ work?

There are many reasons why Progress Pods™ help you make fast progress towards the results you want.

The following provides an overview of two significant reasons: Progress Pod™s are backed by scientific evidence and reinforced by the power of relationships.

Dr Gail Matthews, clinical psychologist from the Dominican University of California, completed a study that found that a person who

1. Writes their goal down, and
2. Writes action commitments for how they will achieve their goal, and
3. Shares their action commitments with others, and finally
4. Reviews their progress weekly,

has a 76% higher chance of accomplishing their goals or making significant progress towards their goals than those who only think about what they want to achieve.

The four critical factors identified by Dr Mathews are foundational to the way Progress Pods™ and the Next Tiny Step™ Method works.

Next Tiny Steps are similar to the Action Commitments Dr Matthews talks about.

Progress Pods™ also helps members to build strong relationships with each other. Over time Pod members get to know each other really well, and the stronger and deeper their relationships the more it matters to them that they **do the things they say they are going to do**.

Jim Rohn Quote: *“You are the average of the five people you spend the most time with.”*

Dr David McClelland of Harvard: *The people you hang out with the most determine as much as 95% of your success or failure in life.*

So helping your Progress Pod™ members build deeper relationships with one another is probably the single most important thing you can do to help your members make progress faster. In practice this happens by helping your Progress Pod™ members identify and write down their Next Tiny Step™, sharing it with the other members of their Progress Pod™ and reviewing their progress weekly.

Step 1: Set up your Progress Pod™ in the ProgressPod.io software.

Before your first meeting, you will need to

1. Log into ProgressPod.io
2. Fill out your bio. Only people in your Pod are able to see your Bio.

Here's an example of my bio...

Hi, I'm Richard. I live in Upper Hutt, New Zealand. I'm married to Amanda. We have 4 adult children and 6 grandchildren. I help online membership owners set up Progress Pod Accountability Groups. Progress Pods are very effective at helping people make faster progress towards their goals. I also teach the guitar and I love hiking and mountain biking.

3. In the membership that appears on your screen click the Progress Pods link.
4. Click the 'Add Pod' Button and complete the form.

Note: You will need to set up a recurring virtual meeting (e.g. Recurring Zoom meeting) so that you can add that link in the 'Meeting link' field. You will not be able to schedule your meeting without entering the meeting link.

Once you have set up your Progress Pod people will be able to choose to join your Pod. You will be notified when a new Participant joins your Pod.

Schedule a Recurring Zoom meeting for your meeting time.

Note that if you have a free Zoom account Zoom will cut the meeting off automatically at the 40-minute mark. It is a tight timeframe to get through the meeting with eight people in the group but it can be done if you stay focused.

How to run a Zoom meeting longer than 40 Min Zoom on a free account.

If you find that you want to continue your meeting longer than the 40 minutes the free Zoom account gives you. You can end the meeting and then click the Join online meeting button in ProgressPod.io. This will restart your meeting.

To know how long your Zoom meeting is running, set the timer in the top right-hand corner of your Zoom screen. To do this...

1. Click the ^ icon beside the Audio button in the bottom left-hand corner of your Zoom screen.
2. Click the Audio Settings... menu link.
3. Click the General tab at the top left-hand corner of the Settings window.
4. Click the check box for the Show my meeting duration preference.
5. Close the settings window.

The time your meeting has been running will now show in the top right-hand corner of your Zoom screen.

Chat Groups In ProgressPod.io

Chat groups are automatically set up when you set up your Progress Pod.

You are automatically added to your Pod Chat Group. The Participants who join your Pod are also automatically added to your Pod Chat Group.

You will be notified when a new person joins your Pod.

When someone new joins, you might like to post the following message in your Chat Group:

Please join me in welcoming [NameOfNewParticipant] to our Pod. You can find out more about [NameOfNewParticipant] by checking out their bio.

Step 2: Remind your group of an upcoming meeting

When a person joins your Pod they receive an email with a link to click that automatically adds this recurring meeting to their calendar. They also receive a reminder email 30 minutes before the meeting starts.

This being said, for the first couple of meetings I'll often send a reminder message about 24 hours before the first meeting.

I'll send them something like:

I'm really looking forward to seeing you all at our first meeting tomorrow.

For the first couple of meetings, I'll send a reminder 5 minutes before the meeting.

I'll simply say: *See you in 5 minutes.*

These reminders will often elicit a response from your members which could be anything from, *"Looking forward to it"*, thought to, *"Sorry I can't make the meeting"*.

It's ok if someone can't make a meeting. People's lives are busy and things do change unexpectedly.

Someone may not be able to make this first meeting. That's not ideal, however, let it go for this meeting. You'll cover this for everyone who does make the meeting when you discuss the Progress Pod™ Members Participation Agreement. We'll talk about how to manage anyone who doesn't make the first meeting.

Step 3: The Meeting Process

Note: At the first meeting you will need to spend some time getting to know each other, setting the context (i.e. how Progress Pods fit into the membership) and explaining the meeting process.

1. Welcome everyone to the Pod.
2. Do a quick 'go round'. Ask each person to answer the following questions
 - a. Who are you?
 - b. Where are you on the planet?
 - c. If you work or are in business, what do you do and who do you serve?
 - d. Outside of work, what are you passionate about?
 - e. What do you hope to get out of being in this Progress Pod?

I often put these questions into the Zoom chat so that everyone can see them

I go first to set an example.

3. Setting the context. Talk about the following:
 - a. How the Progress Pod™ fits within the context of the course/membership. Progress Pods™ help you get clarity on what you are currently working on and schedule time on your calendar to work on the Next Tiny Step™ that will start you moving forward.
 - b. That all the Progress Pods™ use exactly the same meeting process.
 - c. That you (as the leader) are learning too. This may mean that the meetings may not always be 'perfect'. Ask for their permission for things to not be 'perfect'. Say: Are you ok that I'm here learning too and that things may not always be perfect?
 - d. That as the leader of the group your job is to facilitate the process. Let them know that you are not the subject matter expert. We are all learning as we go here.
4. Talk about the Progress Pod™ Members Participation Agreement.

5. Tell them about how the Next Tiny Step™ Method works. The key idea here is the Next Tiny Step definition.

**“A Next Tiny Step is a
Single, Easily Doable, Tiny Action
that starts you moving forward towards your goal.**

6. Ask each person to identify their Next Tiny Step™ for the upcoming week. Coach each of them to identify their Next Tiny Step™. See notes below.
7. Give your participants a couple of minutes to enter their Next Tiny Step in the ProgressPod.io software.
 - a. Explain to them how to do this.
 - b. Give them the opportunity to ask questions for clarification.
 - c. Ask them to enter their Next Tiny Step™ and remind them to use the words, “My Next Tiny Step™ is to... “
 - i. As soon as they click the confirm button a notification will pop up on the notifications icon. You can acknowledge this with a Thumbs Up.
 - ii. They will also receive an email with a link and an attached .ics file. An ICS file is a calendar file saved in a universal calendar format used by several email and calendar programs. Clicking this link or file will automatically add their Next Tiny Step to their calendar.
 - d. You can see who has logged their Next Tiny Step in the Participants Screen. You may need to refresh your browser screen to see who has entered their Next Tiny Step.
8. Open discussion: Open Questions/Masterminding/Request for feedback etc Remind people to also post their questions in the main membership group so that they can get the answers from the whole membership community.

Also, remind them to post their wins. Doing this is encouraging for the whole community.

9. Announcements: Tell your Progress Pod™ about any important things that are happening in the membership. Keep this short.

10. Finish with this go-round question...
Say, "I have one more question for each of you before we end. What was most useful for you here today?"
11. Immediately end the meeting with...
"Thanks for today. That's the end of our meeting today. See you next week."
12. And end the meeting.

Standard Progress Pod™ Meeting

There are six parts to a successful Progress Pod™ Meeting.

1. Welcome/Wins/What's going well: Spend a small amount of time greeting one another and asking how everyone is. Remember that it is unlikely that everyone will turn up to the meeting on time. So keep the welcome brief.

I like to do a very quick go-round and ask each person to share. I use the following questions.

- What was a highlight or win they had this week?
- What are you thankful for this week?
- What's going well for you right now?
- What was an insight you had this week?

These things can be both personal and professional

2a. Progress Report. How did you get on with your Next Tiny Step? Regardless of whether someone did their Next Tiny Step or not the questions to ask is always What did you learn?

2b. Identify your Next Tiny Step™ for the upcoming week using the Next Tiny Step™ Method (outlined below).

3. Log their Next Tiny Step

1. Ask everyone to add their Next Tiny Step™ in ProgressPod.io
2. Remind them to look for an email confirming that they have set their next tiny step and to click the link or ICS file to add their Next Tiny Step to their calendar.

3. Open discussion: Open Questions/Masterminding/Request for feedback etc Remind people to also post their questions in the main membership group so that they can get the answers from the whole membership community.

4. Announcements: Tell your Progress Pod™ about any important things that are happening in the membership. Keep this short.

5. Final question: Say, "I have one more question for each of you as we end. "What was the most useful, helpful or valuable thing you got out of this meeting today?"

Immediately end the meeting with...

“ Thanks for today. That's the end of our meeting today. See you next week”.

Then end the meeting.

Progress Pod™ Meeting Checklist Form

Use the checklist to keep track of where you are in the meeting.

This checklist is automatically generated inside ProgressPod.io. It lists the Participants in your Pod, their Next Tiny Step, and the status of their Next Tiny Step.

Note that if a participant did not change the status of their Next Tiny step before the start of the meeting the status defaults to Not Done. This cannot be changed.

You can download a copy by clicking the Download Meeting Checklist button.

Progress Pod Meeting Checklist

1 Welcome and Wins: Tell us about your week. What's gone well? Tell us about your wins.

2 Next Tiny Step Accountability:

- Tell us about how you got on with your Next Tiny Step. What did you learn?
- What are you working on this week? What would you like to make progress on? What's your Next Tiny Step?

3 Enter your Next Tiny Step: Allow time for everyone to enter their Next Tiny Step for this week.

4 General discussion/question time: What's on your mind?

5 Reminders (optional):

- Remind your participants to post their Wins in the community group.
- Update your people on what's coming up in the membership in the near future.
- Any other announcements

6 Final Question: What have you found most useful, valuable or helpful here today?

Participant	Attendance	Wins	N.T.S.		Enter N.T.S.	Discussion	Reminders	Final Q
1	<input type="checkbox"/>							
2	<input type="checkbox"/>							
3	<input type="checkbox"/>							
4	<input type="checkbox"/>							
5	<input type="checkbox"/>							
6	<input type="checkbox"/>							
7	<input type="checkbox"/>							
8	<input type="checkbox"/>							

Hints:

- Have each person choose the next person to speak. Use the Raise Hand emoji to keep track of who has spoken in each round.

The Next Tiny Step™ Method

The Next Tiny Step™ Method is the foundation on which Progress Pods are built.

It will enable you to help your members identify exactly where they are at in the project they are working on. Your role is to help them clearly identify their Next Tiny Step™, the single, easily doable, tiny action that will start them moving forwards towards their goal.

The three fundamental questions each participant is asked to answer are

1. What are you working on? This is the project they are currently working on or the goal they are moving towards.
2. What's your next tiny step to start you moving forward?
3. When are you going to do it?

Here's how it works.

1. Review the Next Tiny Step™ each participant set last week.
Start the Progress Report (accountability) part of the meeting by saying,

“[Say person name], how you got on with your Next Tiny Step™. What did you learn?”

This question is designed to help your members focus on their learning and insights rather than their achievement or lack of it. It will also give them the opportunity to provide excuses if they need to and enable you to focus them back on their learnings, insights and what they might do differently to move forward this coming week.

2. Ask: What goal are you currently working towards?

If they are not 100% clear ask: What would you really like to move forward and make progress on this week?

If there are multiple things ask: “If you could only choose one of these things what would that be? What would be the most important one for you?”

We are trying to help them identify the thing that they feel is most important for them to move forward.

If the course or membership you are part of has a Progress Path (Success Path, Transformation Map) ask, What stage of the Progress Path are you at and what are you

currently working on? This question helps people identify their context and exactly where they are currently at.

3. Now that they have identified their most important thing, ask:

What would making progress look like to you? You could say, “Imagine it’s now next week and you have made massive progress. What would you be saying to me about your progress? How would you know that you had made progress? Can you describe now what that progress would look like, sound like, and feel like to you?”

4. Once they have described what progress looks like for them you could say, “If you were to take your Next Tiny Step right now, what would we see you do? What single, easily doable, tiny action would we actually watch you do?”

Note that often the thing someone will say will be too big, or will be multiple things. When this happens you will need to help each person identify just one single Next Tiny Step™.

The smaller and more specific the step is the more likely they will actually do it. It should be so small that it is almost impossible for them to make an excuse not to do it.

Once they have chosen their Next Tiny Step, I often repeat it to them. I’ll say, “So your Next Tiny Step is to... [repeat what they said it was].”

They will often reply. “yes”.

5. Once they have identified a single step, ask, “When, are you going to do this?”

It is critically important that they identify a time when they are actually going to work on their Next Tiny Step™. You may need to ask them to look at their calendar to identify a time. I often say, “If you were to open your calendar right now and find a time to schedule your Next Tiny Step, when would that be?”

Once they have identified their Next Tiny Step and when they are going to take it, move on to the next participant and repeat the process.

What if someone writes down a list of several things as their Next Tiny Step?

Sometimes a participant will write down a Next Tiny Step that lists several things that they say they want to get done this week. You can respond to this by asking them the following question in response to their 'SEVERAL Things' comment.

Ask, "If you were your own coach what one of these things would you tell yourself is the most important thing for you to work on this week?"

This question will usually help them clarify their priorities.

You are a "Keeper of the Culture"

Part of your role as a Progress Pod™ Leader is to help maintain the Culture of your membership.

Culture can be defined as "How we behave around here". It's how we do what we do. Seth Godin said, "People like us do things like this".

We have found that the following four areas need to be continually revisited and reinforced and are key to building and maintaining the culture of the Progress Pod™s and the membership.

1. **Nurture** - The main focus of your Progress Pod™ is to guide your members to identify their Next Tiny Step™. However, caring, encouraging and supporting your Progress Pod™ members in ways that foster a strong sense of community is one of the best ways to create an environment that enables your Progress Pod™ members to thrive.
2. **Consistent use of the phrase "My Next Tiny Step is to..."** when logging their Next Tiny Step. It is likely that you will have to continually remind your member to use this phrase.
3. **Remind your people to post their general questions back into the main community.** While a Progress Pod™ is also used as a mini mastermind, it is important that you remind your participants to post any questions they ask back in the Membership Facebook Community so they have the opportunity to gain the collective

knowledge and wisdom of the community. This helps to avoid 'silo groups' developing within the membership.

4. **Share key announcements.** Sharing key announcements at your Progress Pod™ meetings is a great way to keep your Progress Pod™ members up to date with any important things going on in the membership.

Techniques for ending a meeting positively.

One of the techniques you can use to enhance the probability that the members will leave the meeting feeling positive and that the meeting has been valuable for them is to sum the meeting up with the following sort of phrases;

Use phrases like:

- *Have you found this meeting valuable, yes?*
- *This has been a great meeting.*
- *Thanks for being here. See you in the group.*
- *Thanks for sharing. We really do value your input and encouragement.*
- *It's great to hear about all the progress you are making.*
- *We've all been really encouraged.*
- *I look forward to hearing about the progress you make this week.*

Helpful Hints

Don't record the meeting

The reality is that the people who attend the meeting are very unlikely to go back and rewatch it. And those who missed it are unlikely to watch it.

Knowing that the meeting won't be recorded will encourage your members to turn up to each meeting like they said they would. It will also create some healthy motivational FOMO.

Remind your group of upcoming meetings

For the first few weeks, I encourage you to send a reminder to your Progress Pod™ via your Pod Chat Group the day before your meeting.

The reason for doing this is that you are training your people to be accountable.

Remember, one definition of accountability is the ABILITY to give an ACCOUNT for your actions.

We are trying to create a culture of accountability. Your culture is “How we behave around here”. A big focus of the Next Tiny Step™ Method is to help your Pod Members develop greater integrity, as in, they become the kind of people who do the things they say they say they are going to do.

You'll only have to remind your people a couple of times. They will learn what's expected pretty quickly and start to do it without being prompted. It will quickly become part of their weekly routine.

What if no one turns up to your meeting?

Your people will usually let you know if they can't make the meeting. However, if you do find yourself on a call by yourself, wait 10 minutes and then end the call.

ProgressPod.io will send them a reminder to set their Next Tiny Step for the next week.

I also sometimes make a comment in the Chat Group saying that I was the only person at the meeting and that I hope everyone is ok. This will often elicit a response from your people, especially those who didn't let you know.

What to say when... Useful copy-and-paste scripts

The following copy-and-paste scripts can be useful to help you manage your Pod Members.

What to say to welcome a new member into your Progress Pod™

From time to time, you may have a new person request to join your group. When this happens you may like to post the following message in your Progress Pod Chat Group.

“Please join me in welcoming [New Members Name] to our Progress Pod. We are looking forward to getting to know you.”

What to say to your Progress Pod™ if one of your members decides to leave your Pod

When someone lets you know that they are going to leave your Progress Pod™ you can either ask them to post in the Chat Group and tell everyone that they are leaving, or you can tell everyone. You could post the following.

I just wanted to let you all know that [Members Name] has decided to not continue in our Progress Pod™. We will miss you [Members First Name]. We wish you well for your future.

What to say if someone stops turning up to your Progress Pod™ meetings

The following is a five-step process.

Please note that it is not currently possible to message a person individually in the Pod Chat. We will be adding this feature in the future.

1. Send them a message via your Pod Chat Group.

Hi [Members Name]. I noticed you haven't attended our last couple of Progress Pod meetings. I just wanted to check in to see that you are ok and ask whether you are intending to stay in our Pod. Please message me back and let me know what you're thinking.

2. If they don't respond to the first message, follow them up a few days later with the following message.

Hi [Members Name]. Did you happen to see the last message I sent you? Are you wanting to stay in our Progress Pod? Please let me know. If I don't hear from you and you are not at our next meeting I'll assume that you have decided to leave our Pod and I'll make your place available for someone else.

3. If they don't respond, talk to the administrator who manages the Pod in your membership. There may be other things going on that you are unaware of.

If you don't hear from this person, remove them from your Progress Pod™. Removing a person from your Progress Pod also automatically removes them from the Chat Group.

4. If you decide to remove them from your Pod use the following message to inform the rest of your Pod.

Hi, I just wanted to let you all know that [Person's Name] has decided to leave our Pod.

5. Message your Progress Pod Administrator or your Membership owner and let them know that the person has been removed from your Progress Pod™. You can do this in the Prod Leader Chat Group.

Participants Switching Pods.

Sometimes someone may decide to switch Pods. The usual reason for this is that the meeting time no longer suits them.

When they switch Pods they are also automatically removed from your Pod Chat Group.

If there is a waiting list for your Pod, another person will automatically be added to your Pod. You will receive an email when this happens.

Monthly Progress Pod™ Leaders Training and Support Meeting

When you become a Progress Pod leader you are automatically connected into a Leaders Pod. You will see this on your Pod Dashboard. You are automatically connected into a Leaders Chat Group. You can access our Leaders meeting by clicking the Join online meeting button in your Pod Leaders Dashboard. Your Pod Leaders meeting is likely to run very similarly to a Progress Pod Meeting but without the Next Tiny Step accountability section.