

A photograph of a woman with curly blonde hair and black-rimmed glasses, smiling and eating a slice of pizza. She is holding a small bowl of green olives. An older man with a white beard is looking at her. They are sitting at a table with a vase of purple flowers and a bottle of water.

CU Thrive Leadership Circles Facilitator Training

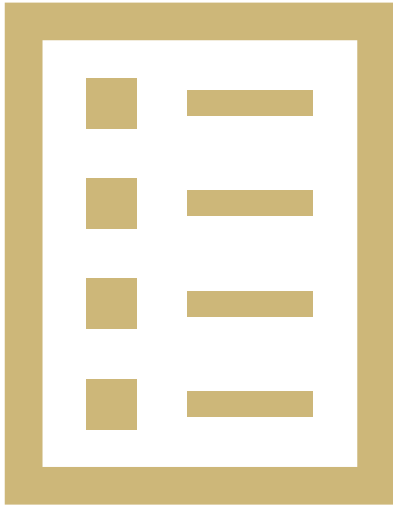
COMIRB Protocol No. 26-0009

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**Centers for Health,
Work & Environment**
colorado school of **public health**



Today's Agenda



- Quick overview of the study
- Role of the facilitator
- Thrive Leadership Circle meeting details
- Tips for effectively leading a small group
- Reimbursement guidelines
- Questions

Thrive Leadership Circles Study Overview

Small groups of CU SOM faculty leaders meet monthly for six months — independent learning in the first half of each month, then a shared meal with the group in the second half.



First half of each month — Independent learning: reading, podcast, and leadership practice

Second half of each month — In-person shared meal with your group

Participants also complete surveys immediately after and 3 months after the program ends, measuring:

Self-efficacy (general and leadership-specific) · Belonging · Social isolation · Professional fulfillment · Burnout · Intent to leave · Reaction to the leadership program

Thrive Leadership Circles Learning Website

cuthriveleader.org

Access via a welcome email coming from noreply@netlify.com

CU Thrive Leadership Circles

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Log out

Welcome

Connection

Empowerment

Respect & Dignity

Coaching

Recognition

Communication

Facilitator Guide

In-Person Sessions

Bonus Content

PROGRAM SCHEDULE

Your circle begins September 1, 2026 with Connection.

Month 1 — September	Month 2 — October	Month 3 — November	Month 4 — December	Month 5 — January	Month 6 — February
Connection	Empowerment	Respect & Dignity	Coaching	Recognition	Communication

This is the program schedule for everyone, not your own progress.

WELCOME

CU Thrive Leadership Circles

A six-month, evidence-based leadership development program designed for the unique needs of CU School of Medicine leaders.

Welcome

Welcome to the CU Thrive Leadership Circles. CU Thrive Leadership Circles was created as a complement to existing leadership development opportunities, with a specific focus on the evidence-

Your Role as the Facilitator

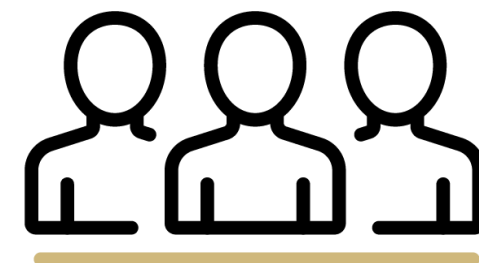
Coordinate
Leadership
Thrive Circle
meeting
logistics

Facilitate
discussions

Track
attendance/
participation

Pay for meal
and submit for
reimbursement

Communicate
with project
manager
(Amy)



Tips for Being an Effective Small-Group Facilitator

Set the Tone

- Clarify goals, expectations, and norms
- Frame the room as peer-to-peer
- Use inclusive, neutral language

Establish Confidentiality

- State it plainly at the start
- Ask the group to affirm it
 - Model discretion yourself

Create Space for Discussion

- Ask open-ended questions
- Encourage responses to each other
- Allow silence for thinking

Promote Equitable Participation

- Invite quieter voices in
- Summarize and redirect over-talkers
- Use round-robins or pair-shares

Listen Actively

- Reflect, paraphrase, validate
- Notice verbal and non-verbal cues
- Acknowledge emotions without judgment

Keep the Group on Track

- Start and end on time
- Refocus when talk drifts
- Summarize periodically

Foster Connection & Collaboration

- Build on each other's insights
- Highlight shared challenges and wins
- Normalize differing opinions

Handle Challenges Gracefully

- Meet conflict with curiosity
- De-escalate by validating perspectives
- Correct misinformation gently

Be Flexible

- Adapt to group dynamics and energy
- Shift between whole group and pairs
- Embrace emergent questions

Close with Intention

- Summarize key takeaways
- Invite reflections or commitments
- End on an appreciative note

Shared Meal Details



6, monthly shared meals held between **September 2026 – February 2027**



Welcome & Check-in	5 min	Emphasize confidentiality
Discussion	20-30 min	*Topic provided in advance via website*
Open Conversation	30-60 min	Encourage relaxed conversation
Wrap-Up & Next Steps	5 min	Confirm date/time/location of next meeting



Reimbursement Guidelines

Procedure:

1. Group leader pays for the meal (p-card or personal credit card)
2. Submit the following to the group leader's department:
 - Full list of faculty attendees (no guests/spouses)
 - Discussion agenda or topic
 - Itemized receipt
3. Department creates Concur report
 - Use speedtype: 63506636
 - Report title format:
LEADERTHRIVECIRCLE[LastName
FirstInitial]
4. Department reimburses lead faculty in accordance with guidelines.

Fiscal Guidelines

- Limit gatherings to only consented participants assigned to your group.
- Meetings may include coffee or meals; venues are chosen by the group.
- Reimbursement limit is \$125/meal
- Alcohol is not reimbursable.
- Maximum allowable tip: 20%.
- Non-meal activities (e.g., bowling) must be paid personally by participants.
- Maximum: 6 reimbursed meetings per 6 months

Thank you in advance!



At the end of each month via email, we will request:

1. Who attended the shared meal?
2. When did you have the shared meal?
3. What time of day did you have the shared meal?
4. How long did you spend discussing the month's leadership topic?
5. Any feedback for the project team?

Questions? Thank you!

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