

## Checklist for Peer Coordinators

This checklist is designed to help you conduct comprehensive and effective sessions with co-workers. Review the list before a session as a planning tool, and after a session to be sure you covered all the important issues.

<b>1. What are the member's immediate needs?</b>		
1.1	Be sure that the meeting is at a good time and in a comfortable/private place for the member.	
1.2	Find out if there is an immediate situation that must be addressed (e.g. whether the member is avoiding work, a trip, meeting, or task because of the alleged harasser).	
1.3	Find out if there are physical symptoms that need attention (e.g. not eating or sleeping). If the member is very distraught, you may want to suggest that s/he contact medical services.	
1.4	Find out whether there is a support system outside of work (family, friends) that can help the member think through a course of action.	
<b>2. What happened?</b>		
2.1	Let the member tell the story in his/her fashion, using your active listening skills.	
2.2	Get the full picture of who is part of the situation (harassers, supervisor, etc.).	
2.3	Ask them: "What have you done to solve the problem?"	
2.4	Find out whether the member has contacted anyone else about the situation (the alleged harasser, supervisor, committee, etc.).	
<b>3 What would the member like to see happen?</b>		
3.1	Get the members to state explicitly what outcome they want.	
<b>4 Review all the options</b>		
4.1	Explore all possible courses of action, both formal and informal.	
4.2	Help the member understand the advantages and disadvantages of each option	
4.3	Do not impose your beliefs about the best option.	
<b>5 Explain Your Role</b>		
5.1	Be clear about what you can and cannot do as a coordinator. Refer to the coordinator manual if you are uncertain about your role.	
5.2	If you want to seek guidance from institutional resources, such as H.R., District 141, community services, etc., on giving further advice, let the person know and explain that you will respect his/her privacy.	
<b>6 Whenever possible, help the member help him/herself</b>		
	If appropriate, help the member prepare to confront the situation by talking about how to approach it; role-playing the situation, etc.	
	Encourage the use of outside support systems as needed (e.g., the member's own family, friends, counselors, physicians, etc.)	
<b>7 End each conversation with a summary of follow-up steps</b>		
7.1	Go over the points that you both have agreed to (what will the person do, what you will do).	
7.2	Agree on when and how you will next be in contact.	