



HOT SEAT PROTOCOL TOOL™

01

Prepare

Identify the facilitator and leader on the **hot seat**

02

Introduce

Hot seat presenter introduces the challenge they face

03

Clarify

Ruckus Makers ask clarifying questions. **Hot seat** presenter can respond.

04

Probe

Ruckus Makers ask probing questions to deepen their thinking. **Hot seat** presenter does not answer.

05

Discuss

Ruckus Makers discuss the challenge. **Hot seat** presenter does not talk, but takes notes.

06

Respond

The **hot seat** presenter reflects on the discussion and shares next steps.