

### Facilitator Outline

**Objective:** "Introduce participants to an array of useful techniques that will help them provide a safe space for other faculty in their department to question, share, critique and develop over time."

**Materials:**

- Agenda (copies for all participants)
- Sign-in sheet
- Name tags
- Index cards (copies for all participants)
- Poster paper (self-adhesive Post-It style) x3
- Post-Its (a short stack for each participant)
- Sharpies (all participants)
- List of Considerations (copies for all participants)
- Worksheet (copies for all participants)
- Reflections (copies for all participants)

**15 min** Introductions, share response to prompt.

- Greet each participant as they come in, ask them to sign in, give them a copy of the agenda and an index card and invite them to write a response to the prompt (to be shared during introductions).  
*Prompt: Think of a successful workshop you've participated in. What was one specific thing that made it effective?*
- Introductions: name, department, response to prompt, and have you ever run a workshop before?

**5 min** Why are we here?

- You are all going to be doing work in your departments, working with fellow faculty. How you do it will look different depending on you department, goals, and so on. We are here to help facilitate the development of a workshop for this purpose.

**25 min** Post-It activity

- 7 min: Participants write responses to the prompt on Post-Its, stick them on the appropriate poster paper. Write as many as you can, try to get as complete a list as possible.

- *Prompt: What considerations do you need to address in designing and leading a workshop... Pre-workshop, during workshop, post-workshop*
- 8 min: divide participants into 3 groups, assign one group to each poster paper and ask them to analyze and report "What are the most important items? Anything to add? Anything surprise you?"
- 10 min: each group reports back to the whole group, discuss. Handout our list of considerations.

**30 min** Worksheet activity

- An opportunity to work on planning your own workshop (practical value).
- 7 min: Individual work on Worksheet (3 questions – respond to each as best you can)
  - 1. *Consider your audience: how best do you communicate/collaborate with faculty in your department?*
  - 2. *How do you envision your role as a leader during the workshop?*
  - 3. *What is the objective of your workshop?*
- 8 min: Pair & share – participants work in pairs, discuss each member's responses in turn. Any suggestions? What do you like best from your partner's work?
- 15 min: Participants share back with the whole group

**5 min** What did we just do? Reflecting on this workshop.

- Highlight key elements of the workshop with an eye towards workshop design.
  - Facilitators – seated separately, passed the ball back and forth
  - Group work & discussion, Individual work focused on concrete goal
  - Handouts/materials to take away – inc. list of considerations, worksheet, agenda & facilitator agenda
- Distribute facilitator agenda

**10 min** Next steps and reflections

- Talk about resources (human and electronic, joining the OpenLab, OpenLab site for Train the Trainers)
- Distribute Facilitator Outline
- Written reflection – hand these out, collect them

*Facilitators only -- Reflect on the workshop process:*

- *Record your impressions –what worked, what didn't. Any adjustment to agenda? Any change to materials?*

**Considerations in Workshop Design**

**Pre Meeting Considerations**

Think backwards: "What is the objective of each of your meeting sessions with faculty"
Identify the Gen Ed SLO to be addressed
Identify deliverables for each meeting session
Identify readings, if any
Is there a budget?
Draft Invitation (consider time, place, objectives/expectations, RSVP)
Draft a timeline for agenda and facilitator outline <ul style="list-style-type: none"><li>- introduction (who and what)</li><li>- discussion of readings</li><li>- small group activity</li><li>- reflection</li><li>- next steps and deliverables</li></ul>
How will the group collaborate (Dropbox, Webex, OpenLab, Skype, GoogleDocs, etc.)
What handouts are needed? (agenda, resource list, written reflection) What forms are needed? (photo release, field trip forms, PN60)
Create contact list/invitation list
Is there a guest speaker?
Develop a meeting activity
Consider how to create buy-in/group consensus

**Meeting Considerations: Agenda and facilitator's outline**

Introduction (who and what)
Discussion of readings <ul style="list-style-type: none"><li>– communicate readings will be discussed</li><li>– ask for contributions by name</li></ul>
Small group activities (pose problems, discover answers collaboratively) <ul style="list-style-type: none"><li>– who is participating, how do you get all to participate</li><li>– who works with who (no self selection of groups)</li><li>– peer review</li><li>– share back</li><li>– games</li></ul>
Draw on expertise of the participants
Reflection <ul style="list-style-type: none"><li>– Provide a form</li></ul>
Next steps/deliverables <ul style="list-style-type: none"><li>– What and how</li></ul>

**Post-Meeting Considerations**

Communicate when you will meet again
Review reflections
Send reminders
Send information pertinent to the topic discussed

## Agenda

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**5 min** Why are we here?

**25 min** Post-It activity

*Prompt: What considerations do you need to address in designing and leading a workshop... Pre-workshop, during workshop, post-workshop*

**30 min** Worksheet activity

**5 min** What did we just do? Reflecting on this workshop.

**10 min** Next steps and reflections

## Resources

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City Tech OpenLab: [openlab.citytech.cuny.edu](http://openlab.citytech.cuny.edu)

Help with joining the OpenLab:

[openlab.citytech.cuny.edu/blog/help/signing-up-on-the-openlab/](http://openlab.citytech.cuny.edu/blog/help/signing-up-on-the-openlab/)

Faculty Commons: [facultycommons.citytech.cuny.edu](http://facultycommons.citytech.cuny.edu)

Train the Trainers: (contains all materials from today's workshop)

[openlab.citytech.cuny.edu/livinglab/train-the-trainers-workshop/](http://openlab.citytech.cuny.edu/livinglab/train-the-trainers-workshop/)

## Facilitators

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- depends on the client of the department  
- sheets best for students

- depend for free  
Worksheet

1. Consider your audience: how best do you communicate/collaborate with faculty in your department?

#1 in person / department meetings

#2 by email (as not all faculty is always available for discussions)

into the dept. meeting (5 min) - opt date of the & date  
1st in person meeting - start examples & chose faculty with  
creating their own outcome

2. How do you envision your role as a leader during the workshop?

- by leading the group to discussion  
- listening & summarizing opinions  
- closing with reflection & goals  
- as well as charging the group with  
- what's next for participation, - archiving the minutes / reflections

3. Consider the objective of your workshop?

- Strengthen Gen Ed to Reshape

Design Games

(based on one RD course that already implement Gen Ed goals as a template)

o first meeting with the full team  
o in person meeting for first time



