## 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?*