

# The Essential Piece - Facilitation



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Facilitator Support Specialist

# Facilitator Responsibilities

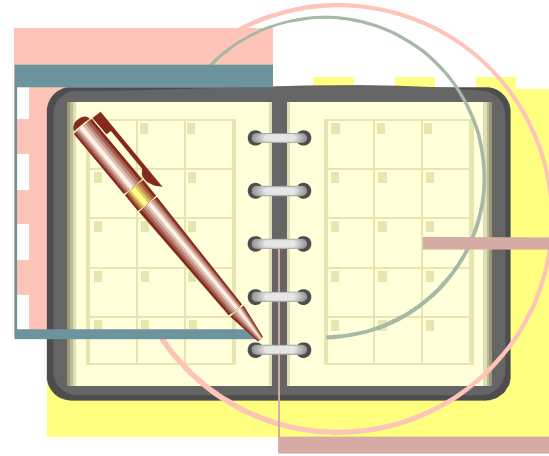


# Before the Course



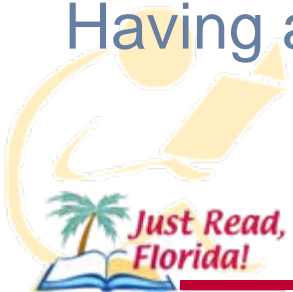
## What: Course Calendar

- FOR-PD adds:
  - Lesson Due Dates
  - Course Closing
  - Denied Access
  - Tech Chat Dates
- Facilitator will add:
  - Course Chat dates
  - Office hours
  - Important dates like days unavailable



## Why:

Having a schedule will help participants stay on track!



# Before the Course



## What: Welcome Message & Meet Me Here

- FOR-PD adds:
  - A general Welcome Message
- Facilitator will add:
  - A more personal Welcome Message

This message should clearly delineate expectations:

  - Availability
  - Grading
  - Posting format
  - “Meet Me Here” message



## Why:

Busy participants will know what to expect up front.



# Before the Course



## What: E-mail to Participants

- FOR-PD will send:
  - Participant Expectations
  - Login Information
  - Course Start Date
  - Facilitator Contact Information
- Facilitator will send:
  - Welcome
  - Facilitator Contact information
  - Reminder to Login
  - How to get help



## Why:

Participants will be happy to have a friendly human greeting!



# During the Course



## What: Regular Responsibilities

- Daily:
  - Log In
  - Participate in discussions
  - Answer email
- Weekly:
  - Grade
  - Monitor Progress
  - Provide Feedback



## Why:

To engage, support & motivate participants.



# During the Course



## What: Participants Behind

- Communication:
  - Course Email
  - Personal Email
  - Phone calls



## Why:

To encourage but not annoy.



# During the Course



What: Participants 7 Lessons Behind Cannot Continue

- Facilitators should:
  - Notify FOR-PD
  - Notify the participant
  - Encourage participant to enroll in a future course
  - Deny participant access

Why:

Participant has clearly missed the point of the communication within the course.

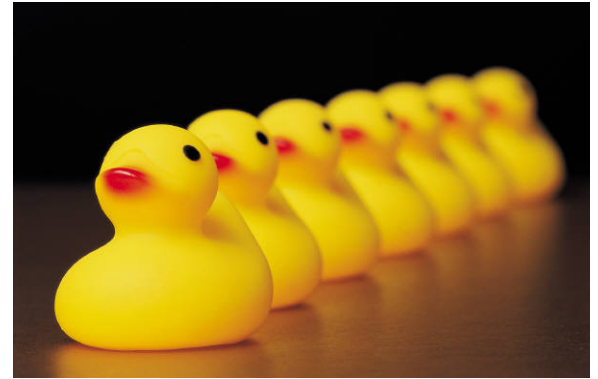


# After the Course



## What: Course Reporting

- Facilitators should:
  - Post all grades
  - Return gradebook to the original state
  - Send “Thank You” email to all participants
  - Notify each participant of their status & grades at the end of the course
  - Send course closing report to FOR-PD



## Why:

Courses cannot be closed, participant certificates sent or districts notified until all information is received.



# Facilitator Manual Update



# Manual Update



## What: Changes

- Lessons are due on Saturday night at 11:55pm
- Grades must be posted by Sunday at 11:55 pm EST of the week following the date assignments are due.
- Grad book has added column for each Lit Log for comments: Lit Log Reviewed or Incomplete
- 7 weeks behind cannot be graded
- Quizzes - three times only
- New sample discussion postings



## When:

The new manual will be available for spring semester



# Facilitator Support



# Facilitator Support



## What: Support Mechanisms

- QAC Checks
  - Focus on quality of discussions
  - Focus timeliness of responses
- Manual
- Personnel
  - Facilitator Support Specialist
  - Reading Specialist

## Why:

We want to support you for success!



# Participant Expectations

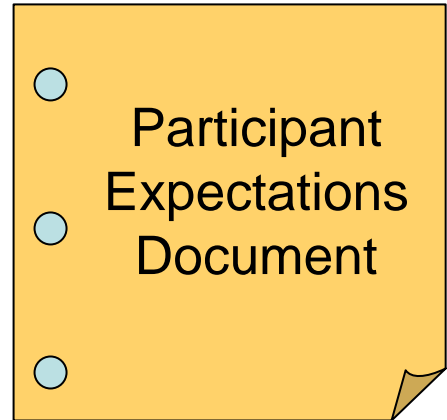


# Participant Expectations



## What: Updated Participant Expectations Document

- Participants will be directed to read:
  - prior to course opening
  - Inside course in FOR-PD Welcome Message
- Facilitators should also remind participants of the document location



## Why:

Firm expectations expressed early on and adhered to will create success for participants and facilitators.



# Confidentiality



# Confidentiality



What:

Intellectual Property - Facilitators are responsible for keeping confidential the:

- Content of FOR-PD Course
- Facilitator Course Content
- Facilitator Manual
- Documents created to assist



Content will all be moved into WebCT

Why:

Years of work and millions of dollars has gone into the development of FOR-PD.



# Carrousel



# Carrousel



Let's do some problem solving!

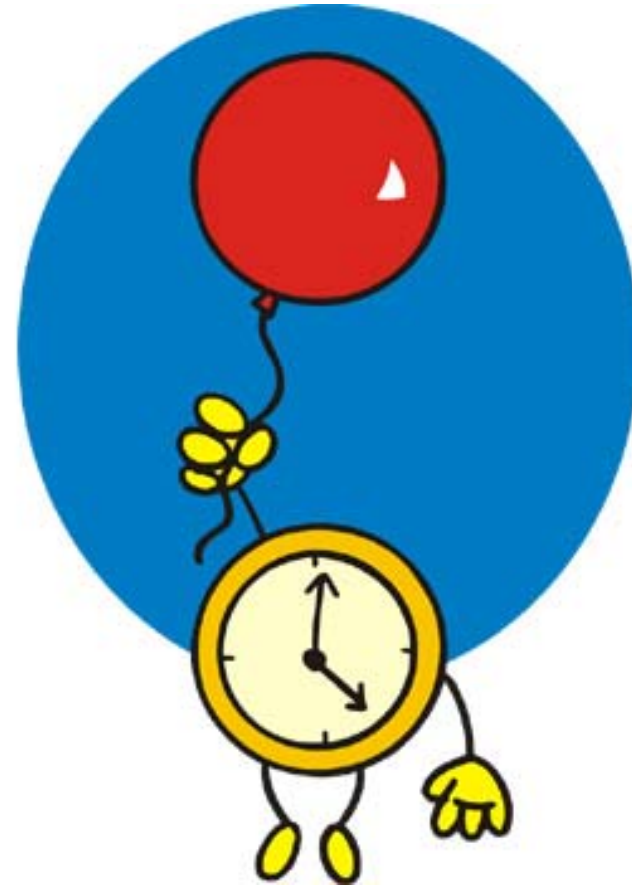
1. Break into groups by puzzle piece color & begin at chart with your color.



2. Move clockwise. You will have 5 minutes at each station.



Times Up!



# Comments & Questions

