### Facilitation Session Guide - FLO Synchronous

These criteria are related to the following course learning outcomes:

* Lead synchronous online sessions using appropriate facilitation skills
* Use a web-based platform at a basic level to facilitate synchronous online sessions

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| **Areas for Improvement** | **Criteria** | **Areas of Particular Skill** |
|  | **Session lead up*** Arrived early, set up session environment (e.g. uploaded slides, did audio check etc.)
* Connected informally with participants as they arrived to the session, OR
* Provided on screen instructions about when the session would start and what participants should do while they wait for the session to begin
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|  | **Session opening*** Remembered to turn recording on, if desired
* Welcomed participants
* Introduced self/selves
* Incorporated introductions or check-in activity as relevant
* Turned on video in beginning to establish visual connection with participants
* Addressed any norms or ground rules necessary for the session (e.g. muting mic when not speaking)
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|  | **Purpose and objectives*** Purpose of session and objectives were clearly stated
* Participants were aware of how long the session was going to be
* Purpose of session and objectives seemed reasonable given the length and mode of the session
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|  | **Session content/activities*** Incorporated activity/activities to engage participants very near the beginning of the session
* Incorporated activities to draw in participants (eg. initiated polls, discussion questions, whiteboard interaction) at regular intervals throughout session
* Amount of content was appropriate for the length of the session
* Balance of content and activities was appropriate for the session’s purpose and objectives
* Kept to session timing; maintained focus of discussion to purpose/objectives
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|  | **Technical skill and comfort*** Gave appropriate instructions to participants regarding technical use of platform, e.g. interactive tools, video and audio set up and usage
* Appeared to know how to use the particular technical tools chosen for the session
* Did not get flustered if/when technical mishaps occurred
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|  | **Visual and technical resources:*** Visual resources, if used, were clear, uncluttered, and appealing
* Visual resources were appropriate for the context and content of the session
* Technical equipment (e.g. headset) functioned well
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|  | **Communication*** When video was on, appeared comfortable with being seen on camera and looked at the camera
* Voice was clear, easy to hear and tone was appropriate for the session
* Speaking pace was at an appropriate level
* Communicated in an authentic way; used humour as appropriate to the situation
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|  | **Co-facilitation*** Interacted well with each other
* Appeared to be clear on their session roles
* Shared facilitation and technical roles effectively
* If not co-facilitating, asked for assistance from participants, if appropriate (e.g. to monitor the Chat)
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|  | **Session closing*** Thanked participants for attending
* Provided an appropriate summary or wrap up to the session
* Provided follow up information/data as required
* Incorporated an evaluation, if relevant
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