### 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 |  |
|  | **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) |  |
|  | **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 |  |
|  | **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 |  |
|  | **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 |  |
|  | **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 |  |
|  | **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 |  |
|  | **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) |  |
|  | **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 |  |
|  | **Other** |  |