### **FLO Synchronous – Oct 30, 2017**

**Lesson Plan for Week 2 Synchro Session (Mon of Week 2)**

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| **Time** | **Dur** | **Facilitator Activities** | **Notes** |
| -15 |  | Set up enough breakout rooms for pairs activity in advance.Ask someone by name to advance the slide. | Welcome slide |
| 12:00 | 3 min | **Welcome**Turn on recording / facilitators have video on.Welcome everyone and quickly go over agenda.Ask someone else by name to advance the slide. | Agenda slide |
| 12:03 | 5 min | **Quick group check in**Ask if one participant could tell the rest of the group how to find and use the text typing tool and point to it in the toolbar using the pointing device.Allow time for people to write on the board.Invite anyone to say more using the mic. Ask someone else by name to advance the slide. | Check in slide  |
| 12:08 | 3 min | **Liberating Structure - 1-2-4-All**Briefly explain what Liberating Structures are. State invitation and brief instructions of overall process.Talk about the silence for the “1” part of the structure – it’s going to feel weird but it’s necessary for reflection. (It’s tempting when facilitating in f2f or online synchronous environments to just keep talking and allow no “white space” at all!)Share the Facilitation Session Guide file: Open Collaborate Panel > Share Content > Share Files  | 1-2-4-All slide  |
| 12:11 | 2 min | **Individual Reflection time** Ask for chat and audio silence for the full minute. Use a timer and let them know we are timing. They should take notes in whatever way works for them.Points:* Encourage people to take notes at their own desk
* Ask for total silence in audio and chat during the reflection time

Set the timer for 1 minute. | Step 1 slide |
| 12:13 | 4 min | **Instructions for Pairs Time**The next step is to debrief your initial ideas with a partner, in a pair. You’ll do this in a breakout room and we are going to move you in and out of the rooms. Tell people that they can share the Facilitation Session Guide on the whiteboard of their breakout room if they want to upload it using the Share Content > Share Files section. Randomly assign pairs into Breakout Groups using that feature of Ultra. (Note: Need to write the pairs down that are assigned as two pairs have to join together for next step.)Move people to breakout rooms with random selection.Set an (iPhone) timer for 5 minutes |  |
| 12:17 | 5 min | **Pairs exchange in breakout rooms**After people move to the breakout rooms, change the slide to the fours slide. Post on the fours slide the new foursomes based on keeping intact pairs together.Send an announcement when time is almost up that we are going to bring them back to the main room. Bring them back to the main room. | Step 2 slide |
| 12:22 | 3 min | **Instructions for Fours Time**Now you’re going to talk in foursomes and debrief your key points together. You might find that you are starting to answer each other’s questions or find out where others in the course have experience doing something that you’d like to learn more about – this is great! You may also have questions forming that people can’t answer – we’ll address these in the debrief.Ask one person to take notes to be able to verbally report back (don’t use the whiteboard). Let them know that we will be circulating among the groups.Move participants to breakout rooms.Set a timer for 8 minutes. |  |
| 12:25 | 8 min | **Fours exchange in breakout rooms**At 8 minutes, send Chat message to all participants to bring them back to the main room. | Step 3 slide |
| 12:33 | 1 min | People rejoin the main room Restart the recording as it will have broken if the facilitators left the main room during the breakout rooms time. |  |
| 12:34 | 6 min | **“ALL” share ideas** Lead discussion and harvest key points using text tool on the screen while people are talking | Step 4 slide |
| 12:40 | 5 min | Fishbowl: Ross and BethAsk if people have used a “Fishbowl” activity in their teaching. Ask them to use polling tool to respond. Explain concept briefly.Ross and Beth only to reflect back on session briefly (3-4 min), opening the door on “behind the scene” things especially that the participants may not have seen/known:* Things that we thought went well
* Things that we thought could be improved
* Any questions that we have for the group
 | Fishbowl slide |
| 12:45 | 12 min | Open the fishbowl to participants. Ask people to write their names beside a chair to join the fishbowl.* What went well?
* What could have gone differently?
* What questions does it bring up for you about facilitating your sessions?

(Encourage to focus on process here, not the content of the session.) | Chairs around a table slide |
| 12:57 | 3 min | Close the session. Note that we will send out slidedeck and lesson plan in the Open Forum along with a link to the recording, later tonight.Thank participants for coming. End session. Stop recording. | Session close slide |