## **Facilitator Task List and Additional Resources**

<https://scope.bccampus.ca/course/view.php?id=565>

**Before the course**

|  |  |  |
| --- | --- | --- |
| **Task** | **Who** | **Status** |
| Email class Wednesday before the course starts* Remind them of all synchronous session and tech time dates
* Alert them that there will be more synchronous dates once Practicing Facilitators have booked their sessions
 |  |  |
| Update the Course Schedule  |  |  |
| Copy over the contents of the Practicing Facilitator Session Sign Up (Google Doc) from the last course and clean it up for next time.  |  |  |
| Schedule the three synchronous online sessions into your calendar |  |  |
| Update the lesson plan & slide deck for the first synchronous session (draft in Google Drive) |  |  |
| Create short feedback survey in Google Forms or otherwise to send to participants after first synchro session (modelling Week 3 content)**.** Done: <https://forms.gle/LsrKHwhMhcvtzZpV9> **[UPDATE LINK]** |  |  |
| Check the video introductions activity to see if any updates need to be made |  |  |
| Update the How to Navigate Around in this Course video |  |  |
| Create own individual welcome video and post before course opens |  |  |
| Decide on “tech times” sessions and put into course schedule |  |  |
| Start booking time in personal calendars to be able to attend sessions in late Week 2/early Week 3 for practicing facilitators - try to attend as many as we can-Note when we can’t attend sessions in the booking calendar |  |  |
| Update Sample Synchros in Week 2 if necessary |  |  |
| Update Moodle profile if needed |  |  |

**Week 1:**

|  |  |  |
| --- | --- | --- |
| Write a welcome post in the Announcements Forum to launch the class early on Monday* Mention first synchro session hosted by course facilitators
* Alert to the fact that they should choose which track they are on in the course (reviewing participant or practicing facilitator) by the end of the week or earlier
* Mention the tech time later this week
 |  |  |
| Tuesday post to remind about synchro session and tell them how to get into it |  |  |
| Host the first synchronous online session on Tuesday  |  |  |
| Tues Open Forum post to:* Send out recording link and slide deck from first synchronous session (give participants a list of key highlights from session and where they happened timewise in the recording if possible.)
* Send out the very short Google Forms survey about first synchronous session to participants
* remind people to declare which track they are on by end of week
* Highlight informal "tech time" in Week 1
 |  |  |
| Remember to keep looking at video introductions; make sure that a facilitator replies to everyone to welcome them |  |  |
| Facilitate the discussion in the Week 1 Discussion Forum  |  |  |
| Be in touch with participants who aren't participating or visiting the course to see if they can engage or wish to take the course another time; "counsel out" if needed |  |  |
| End post on Saturday or Sunday in Open Forum (could combine with opening post for Week 2 if desired, if posted on Sunday): alert to results of Week 1 poll, talk about Booking Calendar, confirm who is on which track, remind about Week 2 synchro session, etc.) |  |  |
| Start looking for sample synchros to add in and highlight in Week 2 |  |  |
| Update slide deck for second synchronous session |  |  |

**Week 2:**

|  |  |  |
| --- | --- | --- |
| Start post on Monday in Open Forum (or leave this if you did one on Sunday and can combine end of Week 1/start of Week 2 in that post)* Remind about synchronous session on Tues
* Thank them for giving feedback on last week’s session
 |  |  |
| Host a synchronous online session on Tuesday; include a guest to either interview or guest host if possible* Use Liberating Structure (or something else) to demonstrate synchronous process facilitation - end with User Experience Fishbowl so this IS the evaluation portion of this session (again, modelling here)
* Consider opening up the practice session for this (if you have one) to the participants of the course to watch - put in booking calendar
 |  |  |
| Post in Open Forum to recap/share recording of Session 2.  |  |  |
| Remind practicing facilitators of the steps outlined for their facilitation, including using the Facilitation Session Guide or another evaluation and posting the 3-2-1 structure for feedback. |  |  |
| Mid-Week post* Remind about watching Sign Up Sheet and putting the times in their schedules
* Synchro Samples activity posts should go in by Wednesday
* Include any follow up from synchronous session, including posting recording and lesson plan and slide deck from session
* Talk about the answers to this week's poll
* Mention the self-assessment rubric as a reminder to people to check their participation
 |  |  |
| Facilitate the discussion in the Week 2 Discussion Forum |  |  |
| Make any updates needed to the course evaluation form and make visible |  |  |
| End post on Saturday or Sunday in Open Forum |  |  |

**Week 3:**

|  |  |  |
| --- | --- | --- |
| Start post on Monday in Open Forum* Remind about last synchro session this week; ask if anyone would be interested in co-facilitating the session and open plan with any participants who are interested on a Google doc
* Highlight any PF facilitation sessions coming up
* Post any extra Sample Synchros if you feel the group would be interested in seeing more
 | Leva  | Done |
| Attend as many synchronous online facilitations as schedule allows |  |  |
| Facilitate the discussion in the Week 3 Discussion Forum |  |  |
| Mid-week post to:* remind people to complete the self-assessment rubric and submit to one of the facilitators by Sunday
* Alert that course evaluation will be coming
* remind about attending any final PF sessions
* give the results of this week's poll
* note any discussion happening in the forum
 |  |  |
| Host a synchronous online session to wrap up the course, likely on Friday |  |  |
| End post on Friday or Saturday in Open Forum* send the recording out from the last synchronous online session
* Remind participants to upload their rubric by Sunday https://scope.bccampus.ca/mod/book/view.php?id=17999&chapterid=4027
* Dropbox: **[LINK HERE]**
 |  |  |
| Ask for participants to complete course evaluation |  |  |