## Facilitator Prework

| Watch the entire module prior to facilitating group discussion | Either assign module to learners as prework or allow time to complete it on-line independently before the discussion | Prepare 4-6 open-ended thought-starter questions to ask during the group discussion | Identify 1-3 relevant examples that build on concepts presented in the module |

Related to practical application, challenges that learners have experienced in the past, how to use the information in their teaching settings.

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## Why use these guidelines?

To build a framework for guiding thoughtful small group discussions that support applied learning for on-line modules.

## Facilitator: Focus on Behaviors

| Make it a priority to listen more...to talk less | Ask thought-provoking, open-ended questions | Prepare 4-6 open-ended thought-starter questions to ask during the group discussion |

Begin questions with What? How? Why?

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### Facilitation Methods

| Ask learners to introduce themselves and identify their primary teaching environment | Open the session with an example of challenges you have faced that relate to the content of the module | Encourage learners to try new skills and repeat them for mastery | Do not repeat content – build a framework of practical application to anchor it for learners | Ask participants to describe areas of the module that will be most useful for them. Why will that be helpful? | If you are presenting a series of modules, end each session with learners’ agreement to practice one skill between today and the next session. Allow time at the beginning of each session to discuss what worked; encourage participants to help each other with challenge areas |

Encourage learners to answer each other’s questions. Facilitators do not have to know all of the answers! Ask for examples of how learners could use specific concepts from the module.

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Group discussions help build confidence through sharing successes and challenges.