

# facilitation guide

for Discussions Focused on FD4ME On-Line Teaching Modules

## 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

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

Identify 1-3 relevant examples that build on concepts presented in the module

**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

Begin questions with What? How? Why?

Prepare 4-6 open-ended thought-starter questions to ask during the group discussion

## 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.

Group discussions help build confidence through sharing successes and challenges.

