# Facilitators' Guide

So, your group is facilitating one of the days of the trip. What will that entail?
- You'll plan ahead while we are at LMS, so you know all the logistics of the day.
- You will put together a packet of information to help you.
- On the trip, your group will give morning instructions, consult with the teachers throughout the day, and run the morning and evening meetings.

Making the Facilitators' Guide Packet
- ❏ Overall schedule for the day
    - ❏ List the activities and meals of the day in order
    - ❏ For each activity, what's the approximate time it will start and end?
- ❏ Morning Meeting
    - ❏ Choose roles
    - ❏ At the beginning of the day, what's a good greeting?
- ❏ Event Pages **(Make one for each event)**
    - ❏ For each activity, what should students bring or wear?
    - ❏ Do some activities cost money? How will the group pay for them?
    - ❏ For each activity, what are the goals? Why are we doing this? (It's your job to get the group thinking about being purposeful about their learning.)
    - ❏ Which member of your group will say hello and introduce LMS when we arrive at each place?
- ❏ Before and after each event: transportation pages **(Make one for each transit)**
    - ❏ For each activity, how will we get there?
    - ❏ Mark your locations on the large class street map
    - ❏ Mark your locations on the large class Metro map
    - ❏ Figure out whether it's possible to walk from one to the other, and how long it would take
    - ❏ Figure out what Metro line we would take to get from one to the other, and how long it would take
- ❏ Evening Meeting
    - ❏ Choose roles
    - ❏ At the end of the day, what's a good reflection question?

Helpful addresses
Our apartment: ***apartment address here
Escuela: ***school address here

**Basic Schedule for the Day**

| Approximate Time | Event |
|---|---|
| | Breakfast |
| | |
| | |
| | |
| | |
| | |
| | |

**Roles for Facilitator Group** (feel free to subdivide these more, if you want)

| Role | Person |
|---|---|
| Evening meeting check-in, the night before your day | |
| Facilitate morning meeting | |
| Announcements at morning meeting | |
| Facilitate evening meeting | |

## Morning Meeting

**Who is facilitating this meeting?**_____ **Vibe Watcher?**_____

- ❏ **Preparation:** Make sure everyone has their booklet and a pencil, and is seated in an inclusive way.
- ❏ **Open:** Ring the chime and give a cheerful greeting.
    - ❏ Remind the group that everyone is responsible for making sure that our meeting is limited to <u>10-15 minutes</u>. Comments should be concise.
- ❏ **Greeting**: Lead a very short greeting (handshake, fist bump, non-verbal, etc.)
    - ❏ Greeting (choose ahead of time)_____

      _____
- ❏ **Mindfulness:** Lead a quick stretch or meditation
- ❏ **Announcements: Who will lead this section? _____**
    - ❏ Go over the schedule for the day and how we are getting from place to place
    - ❏ Go over what to bring
    - ❏ Allow time for students to write logistics/goals in their student journal
    - ❏ Ask if anyone else has announcements for the good of the group
- ❏ **(Acknowledgements:** If time, ask if anyone has any acknowledgements this morning.)
- ❏ **Vibe:** Ask Vibe Watcher to give a report.
- ❏ Thank everyone for participating. Give a 5-10 minute deadline for everyone to finishing packing/cleaning up so we can depart for the day.
- ❏ **Close:** Ring the chime to close the meeting.

**Event Page: _____(the title of your event here)_____**

| | |
|---|---|
| **Event Start Time** | |
| **Why are we doing this as part of our field study? Goals:** | |
| **What should we expect? What will it be like?** | |
| **What should we wear or bring?** | |

# Transportation Page

**Give directions like this:**

- ***By metro***
  - *Get on the (purple/blue/etc) line at _____ stop*
  - *Get off at _____ stop*
  - *Time Estimate:*
- ***Walking***
  - *Go down _____ street toward_____*
  - *Look for the fountain outside the _____ restaurant. Turn down that street so that the fountain is on your right.*
  - *etc...*

**Getting from (our apartment) to (_____?_____)**

| Location (Name) | |
|---|---|
| **Address** | |
| **Time we need to leave so we can arrive on time** | |
| **Directions** | |

**Evening Meeting**

**Who is facilitating this meeting?_____ Vibe Watcher?_____**

❑ **Preparation:** Make sure everyone has their booklet and a pencil, and is seated in an inclusive way.

❑ **Open:** Ring the chime, say a cheerful "good work everyone!"

    ❑ Remind the group that everyone is responsible for making sure that our meeting is limited to <u>30-45</u> minutes. Comments should be concise.

❑ **Dessert:** Announce the dessert of the day and pass it around. While we are passing, you may go on.

❑ **Verbal reflection:** Lead a go-around question for reflection. (high point, challenge, learning, new connection, etc.)

    ❑ Question (choose ahead of time): _____

    _____

❑ **Acknowledgements:** <u>Go around</u> for everyone to give acknowledgements.

❑ **Written reflection:** Allow about 20 minutes for written reflection, teachers may provide guidance for both English and Spanish.

❑ **Planning for tomorrow**: Give tomorrow morning's team (_____) a chance to go over the basic schedule for tomorrow, including what to wear.

❑ **Teacher check in or lesson:** Turn it over to the teachers, to see if they have more to say.

❑ **Vibe:** Ask Vibe Watcher to give a report.

❑ **Thank** everyone for participating, and wish them a good night. Leave them with a reminder about what comes next.

❑ **Close:** Ring the chime to close the meeting.

# Leadership Roles

Perhaps you've heard the saying, "There are too many cooks in the kitchen." If there are too many people who want to facilitate, a group can fail. Luckily, there are many roles involved in leadership. The moderator may be the role most of us think of when we hear the word "leader," but there are others that are equally, or sometimes even more, important.

Use the key below to mark the roles that you believe are your strengths as well as those that you believe to be not as strong. Add other possible roles and descriptions that you may think of, if any.

| Key Code | Role | Description |
|---|---|---|
| | Moderator | ● Looks for "Shining Eyes"<br>● Stops the group when needed<br>● Identifies when something's not working<br>● Asks group members for suggestions - kindly invites all to participate<br>● Shares moderator role with others who are shy or reluctant to try |
| | Planner | ● Asks for a plan moving forward<br>● Kindly asks others for ideas<br>● Gives some suggestions or ideas<br>● Acts and speaks in a way that asks the group to think ahead |
| | Harmonizer | ● Helps maintain harmony - may ask for all to listen to one and then another "side" to issues or ideas<br>● Encourages cooperation - reminds group to stop and listen w/open minds<br>● Encourages peaceful and happy outlook |
| | Reporter | ● Summarizes when many points are shared<br>● Restates ideas or questions when confusion seems to occur<br>● Concentrates on *observations,* not inferences. States observations, and may ask others what they meant in their actions or words |
| | Follower | ● Models excellent behaviors in the group that work to accomplish its goals<br>● Helps others politely by doing the right thing that the moderator expects |
| | Encourager | ● Shows enthusiasm for people's ideas and efforts<br>● Supports others by actively listening<br>● Shows respect to those who are trying something new, even if it's difficult |
| | Idea Generator | ● Speaks up with at least one realistic solution or idea<br>● Gracious of their idea(s) are not accepted |
| | Good Humorist | ● Keeps things light with remarks in good fun, never using put-downs<br>● Balances good fun with staying on task |
| | Stick-to-It Person | ● Hangs in when the going gets tough<br>● Keeps listening, keeps motivating, keeps encouraging, keeps concentrating, keeps thinking - keeps POSITIVE attitude going |

Key:  ⊗ - I'm a natural at this role   X - I'm pretty good at this role   O - I'm not so good at this role yet