

Facilitated Learning

BEST PRACTICES TIP SHEET



10 STEPS TO SUCCESS

1. Review the learning objectives, content, format, and technology.
2. Determine audience, their level of training, background knowledge, and prior lectures.
3. Introduce yourself and the session objectives.
4. Offer an advanced organizer.

*An **advance organizer** is a prompt that helps students make the transition from the outside world to the session and content or process at hand.*

5. **Eavesdrop on small group discussions, clarifying misconceptions as needed.**
6. Ensure distributed discourse.
7. Model critical questioning, allowing about 10 seconds of post-question thinking time.
8. Encourage reflection-in-action.
9. Employ scaffolding and question expansion.
10. Summarize key points, referring back to objectives.

*Be the Guide on the Side,
Not the Sage on the Stage*

*To **scaffold**, offer prompts in series to allow for early success, with each successive prompt building upon the previous ones.*

ATTRIBUTES OF A GREAT FACILITATOR

SKILLS

- Is well organized
- Sets expectations for and models preparedness
- Practices attentive and active listening
 - Accurately restates learners' perspectives, even if he/she disagrees
 - Reorients discussion or changes questioning strategies when necessary
 - Applies formative assessment techniques while facilitating
- Manages time to maximize content coverage

ATTITUDES

- Is encouraging
- Is enthusiastic
- Is fair
- Is respectful
- Is stimulating
- Is trustworthy

