

Welcome, all!

Today, you will...

- Surface your values as a facilitator
- Understand Lesson/Event Planning 101
 - Reflect on previous activity
- Create your first three weeks program
- Complete today's reflection

Week 4

Today's class prepares you to...

- Plan and facilitate activities, discussions, and events
- Create a lesson/event plan for the first three weeks program you will facilitate this fall

Why talk about facilitation today?



Research shows a high correlation with students having a sense of community and positive academic outcomes!

- Within the first 3 weeks of the Fall Semester, you will plan and facilitate an out-of-class program for the students in your K-State First class.
- Facilitating activities and events is a part of what you could do underneath the LA umbrella. We want to help you prepare for this moment! Today you will leave with a plan for a community builder.
- We will complete an activity related to values as a facilitator, introduce lesson/event planning best practices, have you debrief the values activity using these best practices, then you will have time to develop your first three weeks program.

Surface your values as a facilitator

As you consider what elements you'd like to include in this activity/event, let's surface the things that feel important to you as a leader.

Think about the best teacher/mentor you have had... what do they do? How do they show up?

What were some of the positive techniques or approaches this teacher utilized?

In your clusters, add your thoughts to the [positive facilitation techniques document](#) linked on canvas>modules>important resources module>Learning Assistant program resources page

- Examples:
 - Remembers students outside of class
 - Flexibility
 - Meets students where they're at

Surface your values as a facilitator

What are some of the major themes we can identify as values you hold as facilitators of events and activities?

In Clusters:

- Under "Categories/trends" section of the positive facilitation techniques document:
 - List these value themes we have discussed
 - Put stars next to the ones that fit with you, especially working with first-year students!

Debrief:

- Which values did your cluster star and why?

Understand Lesson/Event Planning 101

For an activity or event to go well, it takes preparation and planning. We are going to break down learn how to plan a lesson or event by breaking it down into manageable chunks and use backwards mapping!

Best Practices:

- **State the Purpose - at the top of a lesson plan you almost always see the purpose stated.**
 - What do you hope students will get from this event/activity/lesson?
- **List specific steps for the activity and justify why each step works for your students**
 - What are the components of the activity (both in the moment and preparation work)
 - Specify how much time each part will take.
 - Craft a backup plan if your original plan doesn't work out or land. How can you still reach your purpose?
- **Create a timeline for your work-flow**
 - When does each part of planning need to be completed by? How would you like to stay accountable and organized? Create a moment for feedback if desired.
 - Lesson plan: When you want your lesson plan finalized, create any necessary materials, practice facilitating, etc.
 - Event plan: There will be logistics like meeting locations, walk time, travel time, making reservations, etc.

Reflection:

In clusters, discuss:

- What were the components of the previous activity on values we facilitated (purpose, steps, potential timeline we used for work-flow)?
- If you were to re-do this activity with hopes of achieving the same outcome (to support students in surfacing their values), how might you do it? What might you have done differently?

Create your first three weeks program



During the first 3 weeks, you are required to facilitate an out-of-class program for your students. This event must be free to facilitate and attend, and can be either a structured plan for taking students to a Week of Welcome activity (including a way to debrief the experience), or an event of your creation (such as an on-campus scavenger hunt).

Individually (but with support from your cluster):

Create a detailed plan for your first three weeks program. Choose if you would like to take your students to a week of Welcome event or create an event from scratch. Either way, this will need to be a free event that does not require funding.

If you choose a Week of Welcome event, you can look up last year's events to choose an option - but know that your plan will need to be updated once the 2024 schedule is posted. Additionally, if you choose this option you will need to incorporate a plan for how to debrief the meaning students make from that event.

Ensure that your plan includes the following elements from slide 5:

- **State the Purpose - at the top of a lesson plan you almost always see the purpose stated.**
- **List specific steps for the activity and justify why each step works for your students**
- **Create a timeline for your work-flow**

Reflect on today's learning

Instructions

- Navigate to Canvas, and open the Week 4 Reflection.
- Today's reflection tasks are:
 - Submit the lesson plan for your first three weeks program. Ensure your plan has these three components:
 - State the Purpose – at the top of a lesson plan you almost always see the purpose stated.
 - List specific steps for the activity and justify why each step works for your students
 - Create a timeline for your work-flow
 - Reflect:
 - What can you do specifically to move from a good facilitator to a great one?
 - How can you promote equity and student well-being while in the facilitator role?

See you all next week!