Facilitation Guide: Preparing a Review Team

**Timeframe to Complete the Module:** Allow approximately 1–1.5 hours for this module.

**Purpose:** Presenters/facilitators will use this module to set-up mindset and expectations for both Math and Literacy review teams.

**Materials: What You Need**

* “Preparing a Review Team” PPT file
* Directional signs
* Meeting Mr. Adams handouts (version 1/version 2) – make enough copies to give half of the participants each version
* (optional) The Wright Family Directions
* (optional) One playing card, penny, pen, paper clip, or some other small item for each person in the group
* (optional) speakers (to show a video with sound)
* Index cards (for each participant)
* Chart paper + markers

**Directions for Implementation:**

| **Topic** | **Time** | **PowerPoint slides** | **Materials Needed/Notes** |
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| Compass Conversations  *Provide an opportunity for participants to get to know each other and begin to discuss how preferences can impact decision making.* | 10–20 minutes | Slides 2­–10 | * Prior to the start of the session, hang signs on the walls to indicate North, South, East, and West. * The PPT includes 4 rounds of Compass Conversations. Facilitators may choose to do fewer rounds, based on the needs of the group and the time allotted. All groups should complete the last Compass Conversation on slides 8 and 9. |
| Forming Impressions  *Participate in an activity and review research about how we form impressions of others.* | 20­–30 minutes | Slide 11–19 | * “Meeting Mr. Adams” handout (both versions) * When distributing the two versions of the handout, give one version to each side of the room so that, in general, people have the same version as others around them. |
| Paying Attention  *Participate in an activity to highlight the challenges to paying attention to details while still keeping the big picture in mind.* | 10–30 minutes (depending on activity selected) | Slides 20–23 | * Facilitators may choose whether to use the activity on slide 20 or 21 to discuss attention. Slide 20 will take 5-10 minutes and Slide 21 will take 10-20 minutes.   + For Slide 21: need speakers   + For Slide 22: see “The Wright Family Directions” for details on how to facilitate the activity. You will need One playing card, penny, pen, paper clip, or some other small item for each person in the group |
| Creating Norms  *Participants create a set of shared norms to be used throughout the review process.* | 10–20 minutes | Slides 24–27 | * Distribute index cards to participants for Slide 26. * Have chart paper ready to write the agreed-upon group norms. |
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| Additional Considerations for facilitators | N/A | Slides 28­–35 | * These slides are not meant to be delivered to participants. They provide more ideas that facilitators may want to consider as they prepare their review teams. |