

OSSEO AREA SCHOOLS

ISD  279

Equity Foundational Training

Facilitator Guide

Facilitator Guide
Equity Foundational Training (EFT)
Osseo Area Schools

Information Provided in the EFT Facilitator Guide

Facilitators	2
Participants	2
Pre-Workshop Checklist	2
Facilitator Notes	3
Information for Participants	4
Mentimeter	6

Facilitators

- [EFT Presentation](#) (for presenting)
- [EFT Presentation PDF](#) (for printing and downloading)
- [EFT Packet of Facilitator Notes](#)
- [Priming Survey](#)
- [Post Survey](#)
- [EFT Participant Workbook](#)
- [EFT Table Tent](#) (for printing in color)
- [Equity Foundational Training Website](#)

Participants

- [EFT Participant Workbook](#)
- [Priming Survey](#)
- [Post Survey](#)
- [EFT Presentation PDF](#)
- [EFT Appendix A: Glossary](#)
- [EFT Appendix B: Systems Tools](#)
- [EFT Appendix C: Resources List](#)
- [EFT Appendix D: Policies and Resolutions](#)
- [Equity Foundational Training Website](#)

Pre-Workshop Checklist

- Share the EFT Facilitator Guide with the other facilitators you will be working with
- Design implementation strategy
- Review EFT Presentation and Facilitator Notes (provided both at the bottom of the EFT Presentation *and* in the EFT Packet of Facilitator Notes) and each Modules' Checklist in the Facilitator's Guide
- Create Mentimeter URL (directions below)
- Go through the presentation in the format and with the technology you are going to use (Google Slides, PC, Mac, etc.) to ensure links and transitions are all working properly
- Print Participant Workbook
- Print Facilitator Guides
- Make color coded copies of the Policies & Equity Tools stapled
 - Policy 101 & 3C's (light blue)
 - Policy 508 & Capacity (white)
 - LGBTQIA+ & AEIOU (green)
 - API & Capacity (pink)
 - George Floyd & AEIOU (yellow)
- Make copies of the data sets
- Coordinate any technology needs you might have
- Connect with AESP to set up course in PowerSchool for CEU's & Sign In Sheet
- Connect with AESP to prepare Sign In Sheet
- Connect with AESP for food order (gluten free, vegan, vegetarian, lactose intolerant, allergies, religious practices)
- Connect with AESP for room reservation/tour

Facilitator Notes

Facilitator notes are provided in two formats for you to review and use; the information is exactly the same, but the format is different:

- Below each slide in the Facilitator Notes section in the EFT Presentation
- As a separate [EFT Packet of Facilitator Note](#)

Overview of Content of Facilitator Notes

Each Facilitator Notes document follows the same outline, though the URL information is provided only if applicable. This is not a script to be read verbatim but instead is provided as a guideline to meet the objectives of the training.

Big Idea:

Purpose of the slide is outlined in the Big Idea. Each slide will have the Big Idea outlined first in the Facilitator Notes. You do not need to directly state the Big Idea during the training. Instead, it will help keep the facilitators on track and make sure that the goal of the slide is being met through adaptive leadership.

Time Estimate:

Time estimates are approximated. They were designed specifically so that each section would take one hour to complete. Be aware if you take more or less time on a specific slide and how it will impact the other content in the section -- and plan accordingly.

Activity Steps:

Step-by-step instructions on activities to facilitate on each slide. These are the opportunities that participants have to interact with each other, work with the material, and engage deeply to internalize the learning. Not all slides will have an activity connected to them, and some will present multiple choices of how to engage with the material.

Things To Say:

Direct quotes that speak to the purpose of the slide and guide the facilitation deeper.

URL:

Video content and online content are saved here in case the embedded hyperlinks are not working. *Note that the Mentimeter link will need to be created by the facilitators *and* pasted in the Facilitator NOTES section before beginning the training.

Context:

Background information for you to have as a facilitator. Some of this information you may determine is important for everyone at your site to know, and you may therefore choose to share it during the training.

Information for Participants

Some of the materials provided in the EFT Facilitator Guide are intended to be resources shared with *all* participants. This information is also provided through a [participant website](#) that has additional resources that participants will be able to access to support their continued learning and growth. There is also the potential that the additional resources could continue to expand over time. The following resources are available on the website.

- [EFT Participation Workbook](#)
- [Priming Survey](#)
- [Post Survey](#)
- [EFT Presentation PDF](#)
- [EFT Appendix A: Glossary](#)
- [EFT Appendix B: Systems Tools](#)
- [EFT Appendix C: Resources List](#)
- [EFT Appendix D: Policies and Resolutions](#)
- [Equity Foundational Training Website](#)

Checklist for Day of Training:

- ❑ Gather materials you will need by the trainer and at the tables (list below)
- ❑ Open *all* videos and make sure they play correctly (these are listed in the hyperlinks, in the facilitator notes, and in this logistical guide)
- ❑ Sign In Sheet

Materials List

Facilitators will need:

- Computer
- Clicker
- Projector (provided by venue)
- Sound System (provided by venue)
- [EFT Presentation](#)
- [EFT Presentation PDF](#) (for printing and downloading)
- [EFT Packet of Facilitator Notes](#)
- [Priming Survey](#)
- [Post Survey](#)
- [EFT Participant Workbook](#) (for printing)
- [EFT Table Tent](#) (for printing in color)
- 10 Poster size of Policy 101 and Policy 508 posted up on the wall
- 5 copies of each to post on wall (plain paper)
 - Light blue, white, green, pink, yellow
- 45 copies of each on 8" x 11"; stapled
 - Policy 101 & 3C's (light blue)
 - Policy 508 & Capacity (white)
 - LGBTQIA+ & AEIOU (green)
 - API & Capacity (pink)
 - George Floyd & AEIOU (yellow)
- 60 copies of 8 ½ x 11 copies of Strategic Plan to put two per table
- Chart paper (3M post-it) and markers

On each table:

- Table Tents
- Baskets
 - Writing utensils & Markers
 - Post-it notes
- Plain loose-leaf paper (white and color -- for Frame of Reference or note taking)

Each participant will need:

- EFT Participant Workbook *printed*
- Writing utensil
- Mobile device (iPad, laptop, cell phone)
- [Priming Survey](#)
- [Post Survey](#)

Strategies

[Frame of Reference](#)

[Art of Mindful Inquiry](#)

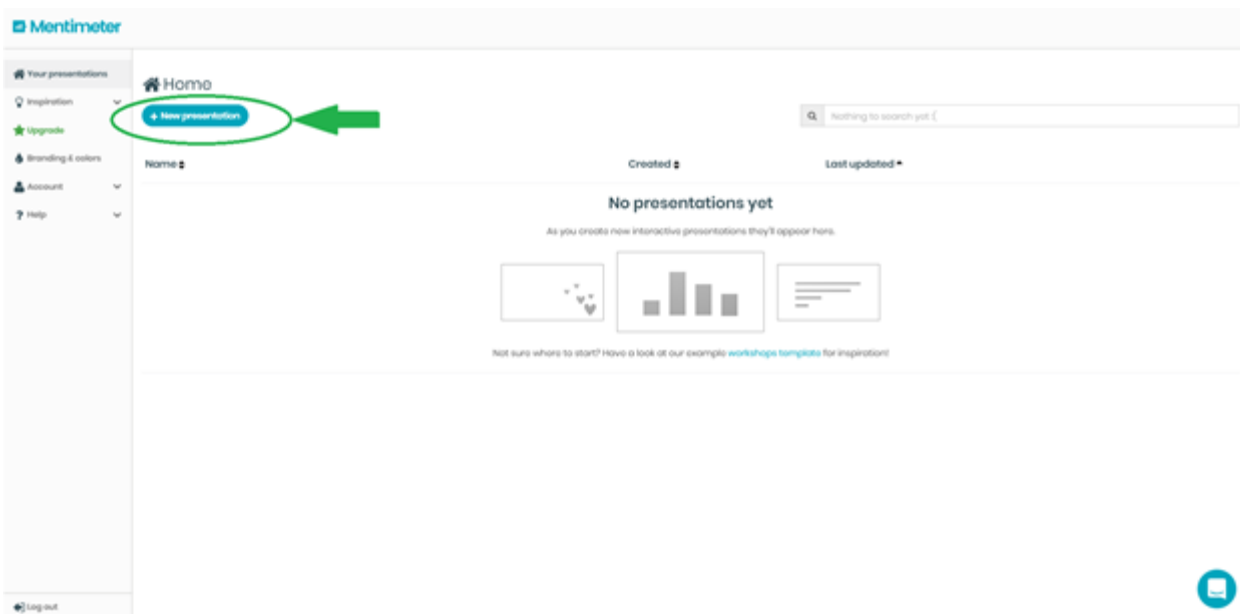
Mentimeter

- Facilitator team will need to **CREATE** a **SITE SPECIFIC CODE** for **ONE** activity.
 - What Words Resonate With You Most From Policy 101? -- Mentimeter
- Facilitator teams will need to choose ONE PERSON on their team who will be the one responsible for creating the codes; this person will also need to be present to login, present, edit, export, etc.
- There will be time provided to create your site-specific URL during the Train-the-Trainer session or on your own by following the instructions provided below.
- A specific code will need to be created for EACH of the trainings you will facilitate. This means that if you will facilitate this module three different times to three different groups of participants, a UNIQUE code will need to be created for each instance. This is easily accomplished by “copying” the original presentation once it is created.
- The newly-created CODE will need to be shared with participants. Options for sharing the code include through the Participant Email sent before beginning the module or written on Chart Paper posted during training.
- *Recommendation* Check your code the day of using it in training. They potentially have regenerated. Follow step 9 below to delay the code regenerating up to 7 days.

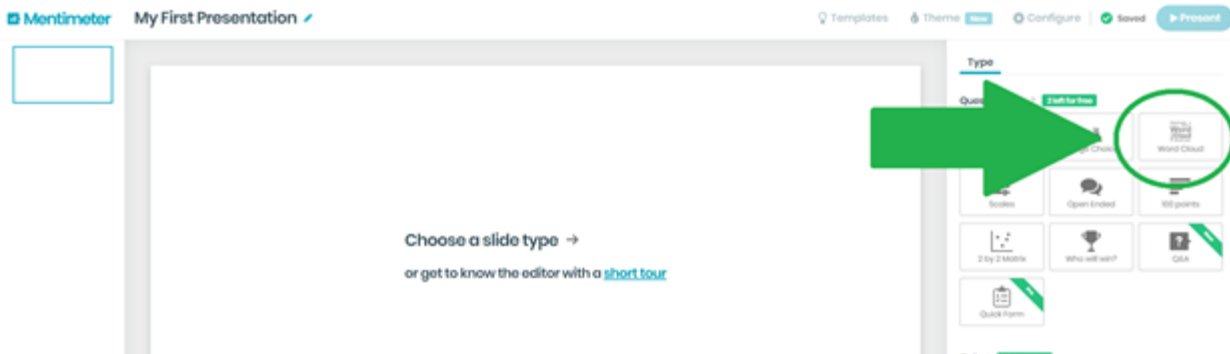
Instructions for creating Mentimeter CODE

“Add 5 of your social identity markers that most impact your work and daily life to the mentimeter.”

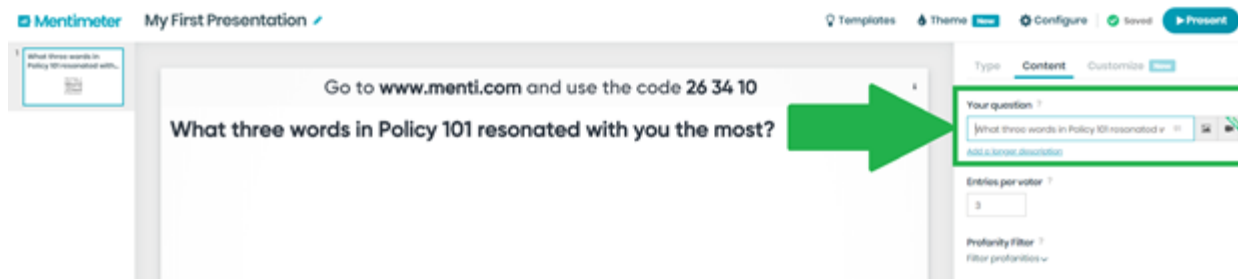
1. Go to <https://www.mentimeter.com/>.
2. Hit the green “get started” button.
3. You will be immediately prompted to sign up. Sign up with your district email.
4. Once you get to the home page, click “Create New Presentation.”



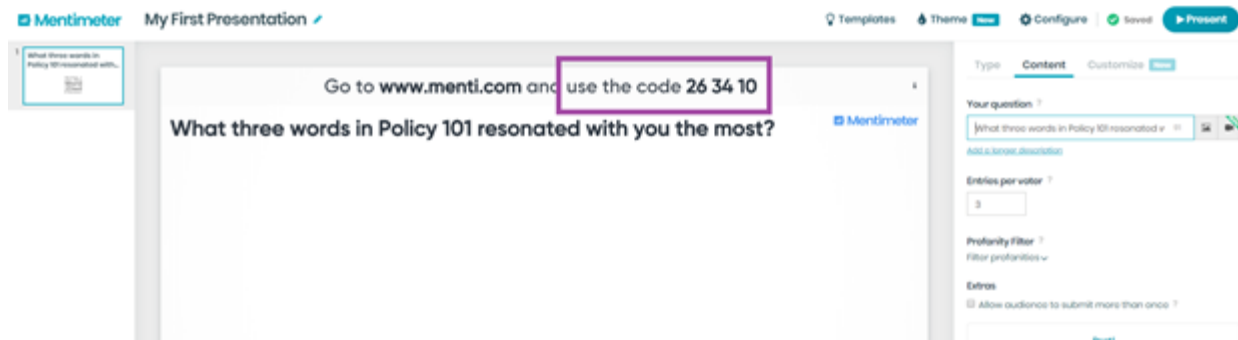
5. Select “Word Cloud” on the right side panel.



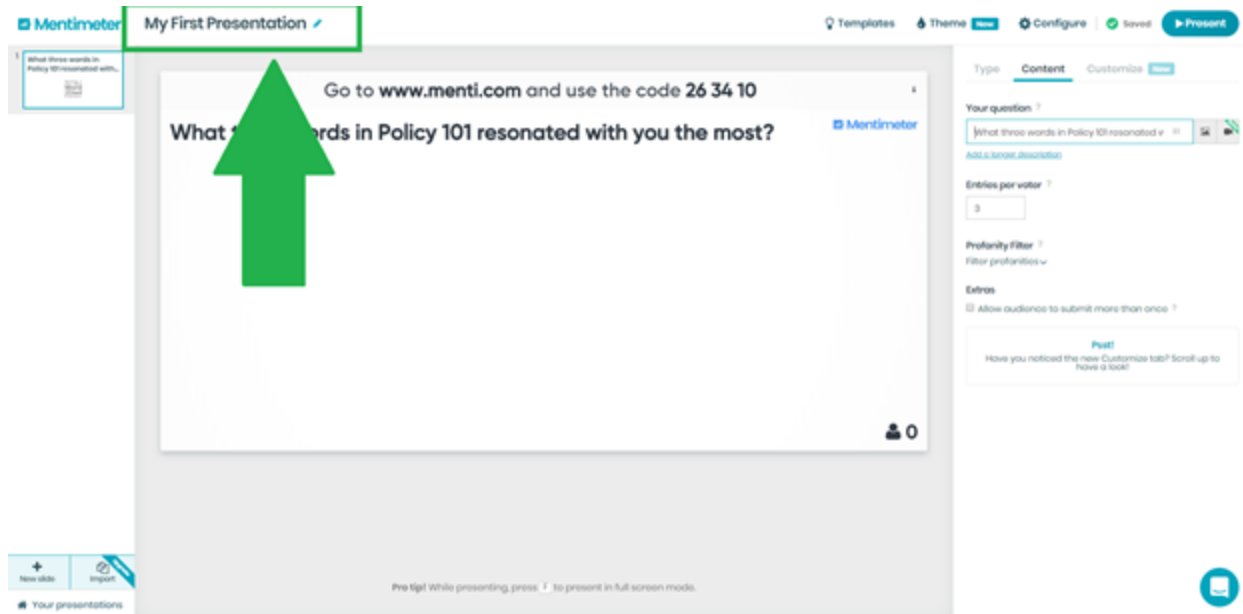
6. On the right hand side where it says “Question,” you will need to input the statement: “Add 5 of your social identity markers that most impact your work and daily life to the mentimeter.”



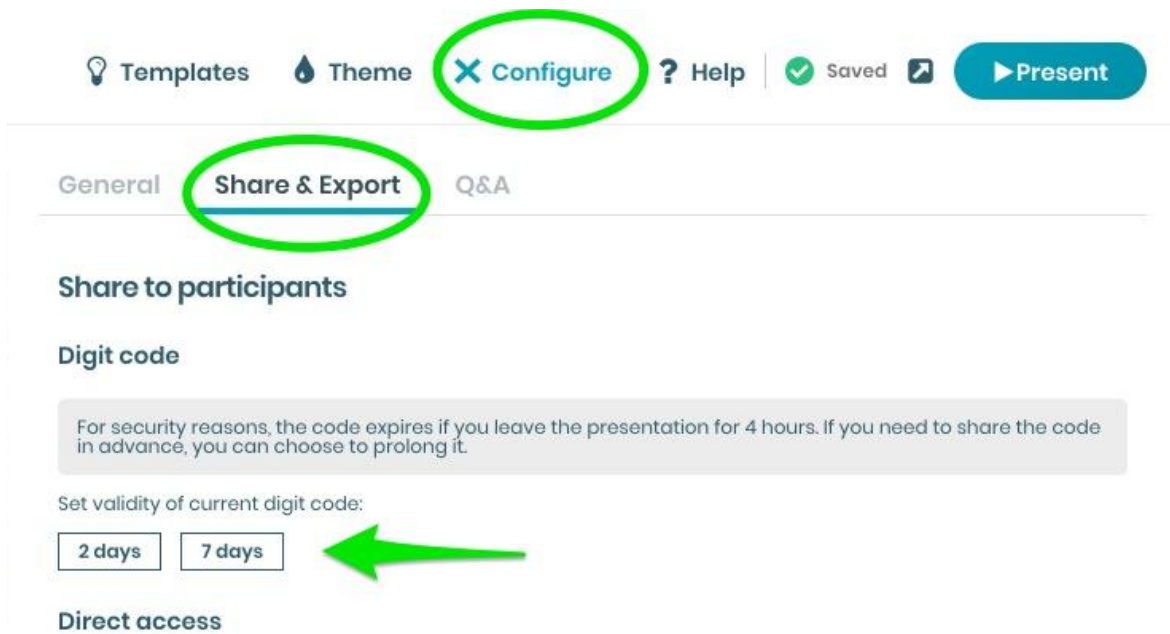
7. Participants will have to go to “Menti.com” (not mentimeter.com) and enter the *unique code* that is generated to create your individualized word cloud. This code can also be included in the participant email links.



8. If you would like, click on the words “My First Presentation” to rename this file.



9. *Optional* **Manually configure your code to not regenerate for 7 days** (otherwise it potentially will create a new 6 digit code every 2 days)



10. **To return to your dashboard**, click in the bottom left corner that says “Your Presentation.” *Your presentation is automatically saved and will appear on your home page.*

What three words in Policy 101 resonated with...

Go to www.menti.com and use the code 26 34 10

What three words in Policy 101 resonated with you the most?

Mentimeter

0



Your presentations

Pro tip! While presenting, press 'F' to present in full screen mode.

Type Content Customize

Your question ?
What three words in Policy 101 resonated with you the most?
Add a topic, description

Entries per voter ?
3

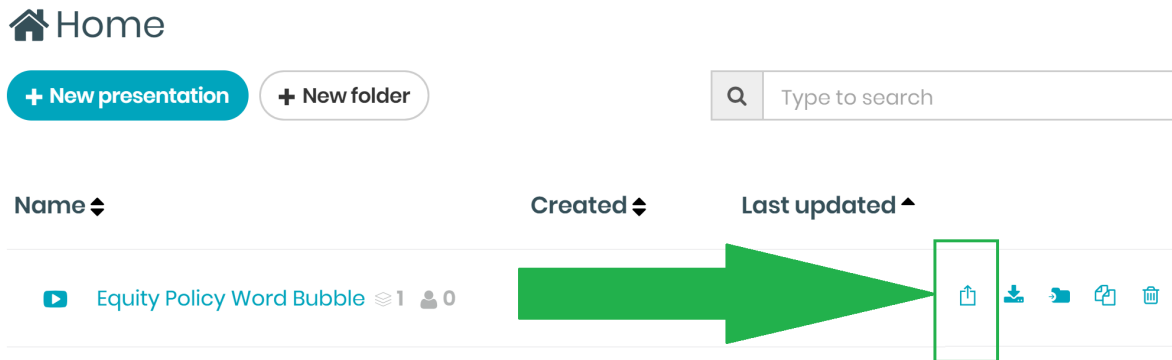
Priority Filter ?
Filter priorities

Extras
 Allow audience to submit more than once ?

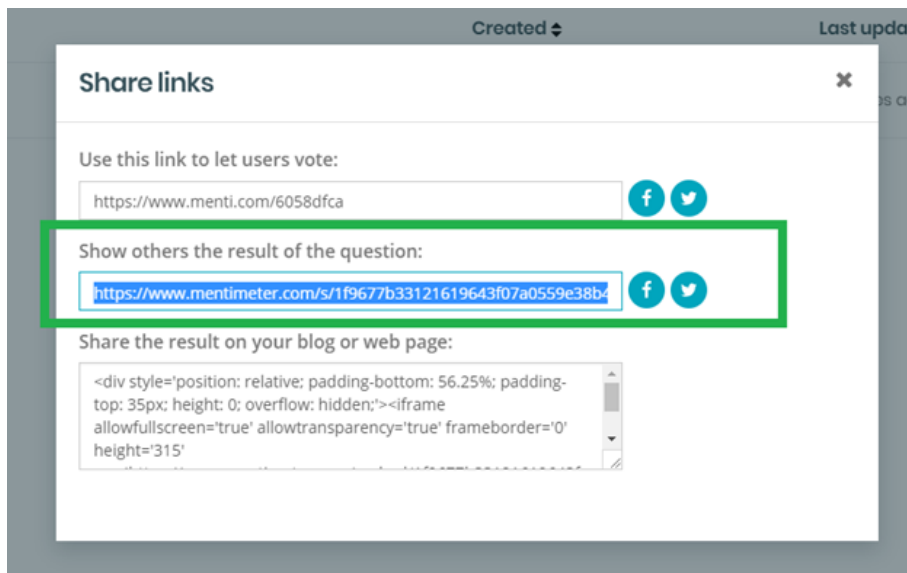
Post!
Have you noticed the new Customize tab? Scroll up to have a look!



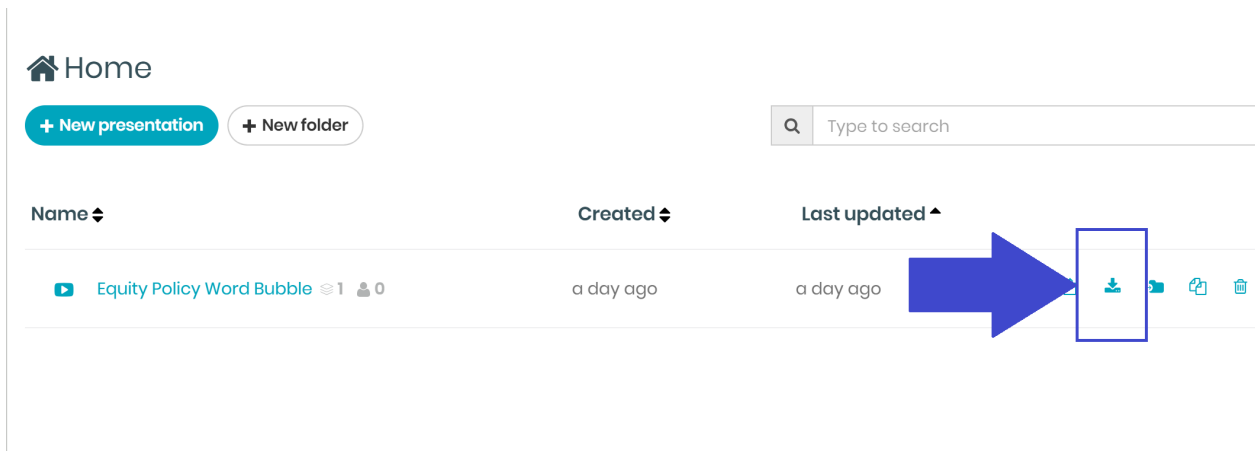
11. To show the results with your participants, click the first button on your home page next to your presentation.



12. Copy and paste the second link into your *presentation notes* so that you have easy access to it.

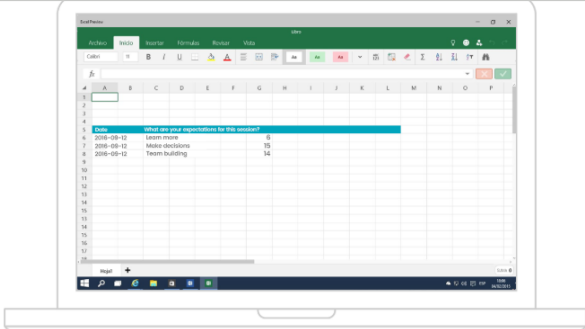


Optional: If you would like to print your word cloud, click on the second icon to “export.”



You may download it in PDF Format or JPEG Format. After downloading, the image can be shared, printed, emailed, posted, etc.

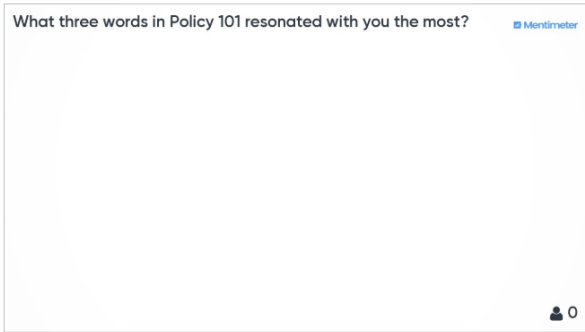
~~**Export to excel**~~
Mentimeter works seamlessly with Excel, letting you export the results from your presentation directly to a spreadsheet.
[See example spreadsheet](#)
[Upgrade to export your result](#)



Export pdf
[Download Equity Policy Word Bubble.pdf](#)

Presentation screenshots
These screenshots are updated every 10 minutes. If you do not see the latest results, please try again in a few minutes.

What three words in Policy 101 resonated with you the most?
[Download](#)



The complex block contains several elements. At the top, the "Export to excel" section is crossed out with a large blue 'X'. Below it is a screenshot of an Excel spreadsheet with a table of data. The table has columns for "Date", "Question", and "Count". The data rows are: 2018-09-12, Learn more (8); 2018-09-12, Make decisions (15); 2018-09-12, Team building (14). Below this is a blue-bordered box containing the "Export pdf" section with a link to "Download Equity Policy Word Bubble.pdf". To the right of this box is a blue arrow pointing left. Below that is the "Presentation screenshots" section. At the bottom left is another blue-bordered box containing the question "What three words in Policy 101 resonated with you the most?" and a "Download" link, with a blue arrow pointing left. To the right of this box is a screenshot of a Mentimeter presentation slide with the same question and a "Mentimeter" logo in the top right corner.