STEPS FOR FACILITATING SESSION FOUR

Objectives: By the end of the fourth session, participants will be able to…

- Present research projects and findings

- Evaluate their experiences as practitioner researchers

- Develop next steps as practitioner researchers

Time: ½ day (3½ hours) (This does not include time for presentation to other audiences, such as a conference.)

Preparation:

⬜ **NEWSPRINTS** (Prepare ahead of time: <u>Underlined</u> in the steps)

___ Session Four Objectives

___ Session Four Agenda

___ Next Steps

___ Final Reflection Questions

📄 **HANDOUTS** (Photocopy ahead of time: *Italicized* in the steps)

___ Session Four Agenda [*revise* as needed]

MATERIALS

___ poster that facilitator prepares as an introduction to the display of participants' research posters, if this session is followed by a display for a larger audience, e.g. at a conference

___ copies of participants' handouts (one per person and enough for the larger audience)

___ blank newsprint sheets

___ newsprint easel

___ markers, pens, tape

STEPS:

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1. WELCOME AND POSTER SHARING   (20 MINUTES)

- **Welcome participants** to the final session of the Practitioner Research Training.

- **Post the newsprints** <u>Session Four Objectives</u> and <u>Session Four Agenda.</u>

> **Session Four Objectives**
>
> By the end of the session, you will be able to:
> - Present your research project and findings
> - Evaluate your experiences as a practitioner researcher
> - Develop next steps as a practitioner researcher

> **Session Four Agenda**
>
> 1. Welcome and Poster Sharing
> 2. Review of Research Findings and Experiences
> 3. Plan Panel Presentation (Optional)
> 4. Planning Next Steps
> 5. Evaluation

- 🗋 **Distribute the handout** *Session Four Agenda* and ask if there are any questions or comments about the objectives or agenda.

- **Ask the participants to put their posters** around the room. They might tape them to the walls or put them on chairs.

- **Ask the participants to take 15 minutes for a "gallery walk"** to view the posters. Suggest that they note any clarification questions they might have.

2.   REVIEW OF RESEARCH FINDINGS AND EXPERIENCES   (105 MINUTES)

- **Ask participants to make five to eight minute presentations** on their projects. They should distribute their handouts and ask for questions after their presentations. As the facilitator, you will need to monitor the time and keep the process moving.
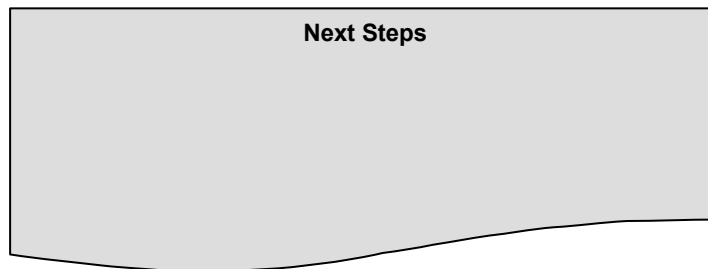
Break (15 minutes)

3.   PLAN PANEL PRESENTATION (OPTIONAL)   (30 MINUTES)

- **Ask the participants to think of the presentations they just heard.** Ask if they noticed anything that they think might strengthen the presentations or if they noticed any places where they think others might become confused. Ask for suggestions about how to address these points in the presentations.

- If you have not already done so, decide as a group how the presentations should be organized (in what groupings). The number for a panel presentation will depend to some extent on the format in which you will be presenting. This needs to be determined ahead of time, possibly as a proposal to a conference.

> **Note to Facilitator**
> If the group is not making a presentation to another audience skip this step.

4.   PLANNING NEXT STEPS   (20 MINUTES)

- Ask each participant to take a few minutes to list ideas they have about the next steps that they will take as a result of their practitioner research. Then ask them to discuss their ideas with a partner for five minutes.

- Post the newsprint <u>Next Steps.</u>

Next Steps

- Ask the participants to share the next steps that they expect to try. (Not everyone may plan to do more.) Write the steps participants plan to try on newsprint.

- Ask the group to look at the list and determine what supports might help them to carry out these plans, such as sharing on e-mail. Make whatever plans seem appropriate for the group.

5. EVALUATION (20 MINUTES)

- Post the newsprint <u>Final Reflection Questions.</u>

> **Final Reflection Questions**
>
> - What difference did participating in this project make—to your teaching, your thinking, your plans?
> - What would you have changed about this project?

- The final evaluation of the project will depend on what you need to know as the facilitator and/or for the sponsoring agency. It may be helpful to ask the group to respond to the following questions orally in which case you will record the answers on newsprint. Or you may want to ask the group to respond to the questions in writing.

- Close by thanking the participants and reminding them of next steps. Include any plans for presentations at conferences.

Quick Reference Sheet for Facilitating Session Four

1. Welcome and Poster Sharing	*20 mins., WHOLE GROUP*

- Post the newsprints <u>Session Four Objectives</u> and <u>Session Four Agenda;</u> distribute handout *Session Four Agenda;* review.
- Participants display posters for a "gallery walk."

2. Review of Research Findings and Experiences	*105 mins., WHOLE GROUP*

- Participants make presentations, distribute their handouts, and ask for questions.

15–Minute Break

3. Plan Panel Presentation (Optional)	*30 mins., WHOLE GROUP*

- Whole group discussion on how to strengthen presentations.
- Plan for groupings of panel presentation.

4. Planning Next Steps	*20 mins., PAIRS, then WHOLE GROUP*

- Post the newsprint <u>Next Steps;</u> partners share anticipated next steps.
- Whole group discussion on how to support each other in next steps.

5. Evaluation	*20 mins., WHOLE GROUP*

- Post the newsprint <u>Final Reflection Questions;</u> whole group discussion or written reflections.

Material to Hand Out in Session Four

Contents

Handout for Session Four

Handout ☐: *Session Four Agenda*

Session Four Agenda

(3½ hours)

20 minutes	1.	Welcome and Poster Sharing
105 minutes	2.	Review of Research Findings and Experiences
15 minutes		**Break**
30 minutes	3.	Plan Panel Presentation (Optional)
20 minutes	4.	Planning Next Steps
20 minutes	5.	Evaluation

NCSALL Feedback Form for Training Facilitators[5]

1. **Name of practitioner research training conducted:** _____

2. **Location/site of your practitioner research training:** _____

3. **When did your training meet?**   Day: _____   Time: _____

4. **How many times did your practitioner research training meet?**   _____

5. **Generally speaking, how satisfied have you been with your experience as a practitioner research training facilitator?**

   ☐ Very satisfied   ☐ Somewhat satisfied   ☐ Not at all satisfied

   Why?

6. **What was your most satisfying experience as a practitioner research training facilitator? Please provide an example:**

7. **What was your most frustrating experience as a practitioner research training facilitator? Please provide an example.**

8. **In all, how many people participated in your practitioner research training? _____ (Count everyone who attended at least one session.)**

   8a) How many people started with the first session? _____

   8b) How many of those people attended all the sessions? _____

   8c) How many people attended only one, two, or three sessions? _____

9. **How satisfied were your participants with the practitioner research training process?**

   ☐ Most participants seemed satisfied
   ☐ Most participants expressed dissatisfaction
   ☐ Most participants expressed both satisfaction and dissatisfaction at various points in the process
   ☐ I couldn't judge their levels of satisfaction

   Please explain:

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[5] Adapted from Study Circles Resource Center Feedback Form.

10. Did you have adequate support from the program organizers?

☐ Yes   ☐ No   ☐ Not sure

Please explain:

11. What additional support would have been helpful?

12. If you were to facilitate another practitioner research training, what factors would you change (for example, discussion materials, activities, etc.)?

13. What difference has taking part in this practitioner research training program made in you personally?

14. Other impressions, concerns, and comments:

Your name: (optional)_____

Return to:

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Attn: Cristine Smith

NCSALL

National Center for the Study of Adult Learning and Literacy

NCSALL's Mission

NCSALL's purpose is to improve practice in educational programs that serve adults with limited literacy and English language skills, and those without a high school diploma. NCSALL is meeting this purpose through basic and applied research, dissemination of research findings, and leadership within the field of adult learning and literacy.

NCSALL is a collaborative effort between the Harvard Graduate School of Education, World Education, The Center for Literacy Studies at The University of Tennessee, Rutgers University, and Portland State University. NCSALL is funded by the U.S. Department of Education through its Institute of Education Sciences (formerly Office of Educational Research and Improvement).

NCSALL's Research Projects

The goal of NCSALL's research is to provide information that is used to improve practice in programs that offer adult basic education, English for Speakers of Other Languages, and adult secondary education services. In pursuit of this goal, NCSALL has undertaken research projects in four areas: (1) learner persistence, (2) instructional practice and the teaching/learning interaction, (3) professional development, and (4) assessment.

NCSALL's Dissemination Initiative

NCSALL's dissemination initiative focuses on ensuring that practitioners, administrators, policymakers, and scholars of adult education can access, understand, judge, and use research findings. NCSALL publishes *Focus on Basics*, a quarterly magazine for practitioners; *Focus on Policy*, a twice-yearly magazine for policymakers; *Review of Adult Learning and Literacy*, an annual scholarly review of major issues, current research, and best practices; and *NCSALL Reports* and *Occasional Papers*, periodic publications of research reports and articles. In addition, NCSALL sponsors the Connecting Practice, Policy, and Research Initiative, designed to help practitioners and policymakers apply findings from research in their instructional settings and programs.

For more about NCSALL, to download free copies of our publications, or to purchase bound copies, please visit our Web site at:

www.ncsall.net