

# ABOUT THE STUDY CIRCLE FACILITATORS TRAINING GUIDE

## What is the study circle facilitators training guide?

This guide includes all of the information and materials you will need to conduct the study circle facilitators training, including:

- A page listing the preparations you need to make before the training. This includes the newsprints to be made, the handouts and readings to photocopy, and the materials to bring.
- A step-by-step guide of the activities for the training and the approximate time for each activity, as well as facilitator notes and other ideas for conducting the activities. Handouts and readings, ready for photocopying, are included at the end of the training.

The study circle guide that participants will need (either *NCSALL Study Circle Guide: Research-based Adult Reading Instruction* or the guide you have chosen) to read or review is not included in this training guide. Obtain a copy for each participant to use during the training, or ask participants to obtain their own copies by downloading or purchasing them.

- *NCSALL Study Circle Guide: Research-based Adult Reading Instruction* (order paper copy at \$33.00/copy on the NCSALL Web site at [www.ncsall.net/?id=674](http://www.ncsall.net/?id=674), or download free from the NCSALL Web site at [www.ncsall.net/?id=910](http://www.ncsall.net/?id=910))




It is important that discussions and activities meet the needs of all group members. As the facilitator, you need to be flexible and may need to modify some activities to fit the needs and learning styles of participants. This study circle facilitators training guide should be used as a *guide*, not a rigid script.

## How is the guide organized

There are two main sections in this guide:

1. The introduction *About Study Circle Facilitators Training* and *About the Study Circle Facilitators Training Guide* that you are reading now
2. *Steps for Facilitating the Study Circle Facilitators Training*, which include:
  - *To Do Before the Training*
  - *Steps for Facilitating the Training and Handouts*

The steps include how-to instructions for conducting all the activities in the training and:

- the newsprints that need to be prepared beforehand, denoted by the icon  and their titles are always indicated in the steps by being underlined
- the handouts that need to be photocopied beforehand, denoted by the icon  and their titles are always indicated in the steps by being *italicized*
- the readings to be photocopied and handed out to read before the training, denoted by the icon  and their titles are always indicated in the steps by being **bolded**

The training includes an evaluation activity to conduct at the end to get feedback from the participants about what was useful and what could be improved.

At the end of the steps, there is a “Quick Reference Sheet for Facilitating the Training,” which you can pull out of the notebook and take to the training as an easy reference guide for conducting each activity. It looks like this:

Quick Reference Sheet for Facilitating the Training	
1. Welcome and Introductions	10mins., <i>WHOLE GROUP</i>
<ul style="list-style-type: none"> <li>• Everyone introduces themselves.</li> <li>• Housekeeping and logistics.</li> </ul>	

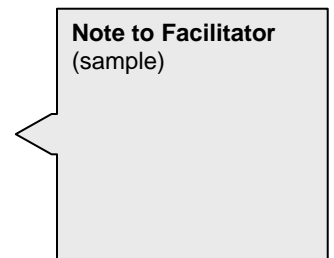
## What if I want to change the activities listed in the guide?

This guide is intended to help first-time training facilitators who want a lot of guidance. It is, however, not intended to be a script that must be followed. If you have a different idea for how to do an activity, you should use it. To help you, throughout the steps, we have included the following features:

**Another Idea** for several of the activities, which look like the sample at right when you see them in the steps

**Another Idea**  
(sample)

**Note to Facilitator**, which look like the sample box at right when you see them in the steps



**Questions** to prompt discussion are provided for you throughout the guide, and they look like this when you see them in the steps:

? How would you...?

## How is the study circle facilitator training organized?

Participants are introduced to attitudes about research, experience typical study circle activities on the topic of reading, and plan for facilitating a study circle in their own states, regions, or programs.

The **objectives** state that, by the end of the training, participants will be able to:

- Explain the connection between research and practice and how study circles support this connection
- Name the key elements of NCSALL study circles—professional wisdom, research, and their application to practice

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- Facilitate typical study circle activities—introductions, reading discussion, “live” Likert scale, brainstorming, jigsaw, force-field analysis, planning for next steps, and evaluation
- Name the supports and challenges of conducting study circles and identify ways to deal with the challenges
- Utilize the NCSALL *Study Circle Guide: Research-based Adult Reading Instruction* (or the guide you have chosen)
- Prepare, organize, and facilitate a study circle in their states, regions, or programs

The **main activities** include:

1. Welcome and Introductions
2. Objectives and Agenda
3. Attitudes on Research
4. What Is a Study Circle?
5. Examining Research Findings
6. Overview of Study Circle Guide
7. Challenges and Supports: A Force Field Analysis
8. Addressing Facilitation Challenges
9. Logistics and Next Steps
10. Evaluation

**Steps for  
Facilitating the  
Study Circle  
Facilitators  
Training**

