

# **Governor’s Conversation on Education – Regional Education Reform Forums**

## **“Watch Party”**

### **FACILITATOR’S GUIDE**

Dear Facilitator:

Thank you for your participation. You are providing an important service by helping to gather and share Ohio’s voices with Governor Strickland. It is our hope that this guide will serve as a useful tool in leading the group discussion that will follow the webcast or broadcast of Governor Strickland’s Conversation on Education. Please familiarize yourself with this guide before the event so that you can collect any materials you may need to proceed. Please allow time in the days following the event to collect and organize your findings to share electronically with the Governor’s office. Please email any questions or concerns to [conversation.education@governor.ohio.gov](mailto:conversation.education@governor.ohio.gov).

#### **Facilitator Roles & Responsibilities:**

- To lead the group discussion and the question & answer session;
- To encourage the balanced participation of all group members;
- To monitor time and the pace of the meeting;
- To keep the group on-track and focused on the purpose of the discussion;
- To act as a neutral party and active listener (facilitators do not contribute responses to the questions themselves or evaluate the responses of others);
- To capture and record participant responses or to appoint someone else in the group to do so;
- To report back the information gleaned from the discussion questions and share them with the Governor’s office using the procedures described below.

#### **Materials:**

You will need the following materials for your watch party:

- A sign-in sheet to pass around – name, affiliation (if any), email address
- Either 3” X 5” post-it pads or index cards for small group members to record the outcomes of their conversations (all of these are to be turned in to you at the end of the evening).
- You may consider a box of pencils or pens.
- A visual aid such as an easel pad or overhead projector to record each group’s one big idea during the report-out period.
- If you use an easel pad to record information, we encourage you to use a set of colored water based markers.

#### **Facilitator Tips for Group Processes:**

- As you know, the first 90 minutes of the governor’s Conversation on Education reform will feature Governor Strickland in a conversation with the live audience and those viewing the broadcast on television or over the internet. After the first 90 minutes, we are asking you to facilitate a 60 minute dialogue about a key question. The question is in the “Facilitating Steps for the Hour Session” section of this guide.
- Prior to the meeting, we encourage you to survey your space to determine how best to create a conversation space, which is conducive to small groups of 3 to 5 people. We would like the

participants to be comfortable and feel at ease to think creatively, listen carefully and share their insights. During this survey of the meeting space, we encourage you to determine how you will structure the room with your easel pads and wall space for posting information from the participants.

- The purpose of this 60 minute dialogue is to engage the participants of your watch party in a dynamic and stimulating conversation about their reaction to the question in the Facilitating Steps for the Hour Session section of this guide.  
Please feel free to share the purpose with the participants.
- An important part of a small group dialogue is the encouragement of all members of the group to participate in the conversation. You may want to remind them that this is their opportunity as local Ohioans to make a valuable contribution to reforming our education system. We want to encourage everyone to share their ideas and views on the questions that we will present them during the 60 minute session. Remind everyone that each of them should listen carefully to each other's contribution to the conversation. And, they should encourage each other to participate in the conversation. For more information on handling common problems that arise in group discussions, visit <http://www.princeton.edu/~aiteachs/handbook/facilitating.html>
- Be prepared to use a visual aid such as an easel pad or overhead projector to record the group's key ideas during the reporting out period. The notes on key ideas can later be synthesized and reorganized for reporting results to the governor's office.
- For helpful overviews of facilitating, check out these sources  
<http://www.mothersgooseprograms.org/articles/2022.pdf>  
<http://www.seedsforchange.org.uk/free/facil.pdf>  
<http://en.wikipedia.org/wiki/Facilitator>

### **Facilitator “Watch Party” Instructions:**

- *Before* Governor Strickland's presentation, please invite all of the participants to stay after the webcast/broadcast for an additional 60 minutes to share their valuable feedback and reactions. Inform them that you will share further expectations after the presentation. Invite the participants to take notes during the presentation.
- Please pass around the sign-in sheet during the presentation and collect it once everyone has had a chance to share their contact information.
- After the presentation, please share the key points from the first section of the Facilitating Steps for the Hour Session section (see below) to establish the purpose of the discussion. Then proceed to a discussion of the questions.
- Make sure there are 3” by 5” post-it notes or index cards for the small group members to record the outcomes of their conversations.
- You will need an easel pad to record the one big idea reported by each small group to post for everyone to see.
- See below for how to collect and report the information to the Governor's Office.

### **Facilitating Steps for the Hour Session:**

#### **Please begin your group discussion with a brief introduction to establish purpose:**

- Thank you for coming!
- Governor Strickland understands that nothing will ensure Ohio's future prosperity more than creating a world class education system for all our students. Your participation today is a big

step in that direction. The purpose of this conversation is to learn more about what you think about a system of school funding that ensures that every school district has the resources to teach every student.

We are engaging you in a dynamic and participatory process to obtain your ideas and suggestions for creating a shared future direction for public education.

- It would be helpful if you could now rearrange yourselves into small groups of no less than 3 people and no more than 5 people. Once you are organized into your small groups, we will have more instructions for you.
- Allow time for the participants to organize into small groups (No more than 5 minutes).

### **Share instructions with the group about the two questions and how to organize and record for reporting back:**

- Decide who will record and report out from your group as the “group recorder.”
- Each group recorder will turn in the following to the facilitator: their three big ideas from the group, their post-its or cards at the end of the evening with every group member’s ideas.
- We’d like your feedback and reactions related to what you just heard so that we can compile the information and share it with the Governor.
- I will distribute one question for you to review and materials (post-it pads or index cards) for you to use in recording your ideas and suggestions.
- You will have 25 minutes to discuss the following question (Please have the question written in visible fashion on the easel pad and unveil it at this place in the agenda. It is a good idea to distribute copies of the question on plain paper to the individual groups also):
  - 1.) Tonight the governor called on us as Ohioans to think about directions we could take in school funding for success in the 21<sup>st</sup> century. What are the top three education funding ideas that your group wants to share with the Governor?

### **Bring the small groups back together into one large group for reporting out:**

- We have 20 minutes for each group to report the group’s three ideas. (Go around the room, ask for the three ideas from each group and record it on the easel pad paper for everyone to see.)

### **Close the Session:**

- At the end of the session, we need you to pass in to me your notes with the top three ideas from your group, and the index cards with every idea. All will be reported and sent to the Governor’s Office.
- We truly appreciate your participation!

### **Additional Resource:**

In the small groups, you will be facilitating the group to take all the education reform ideas presented and come up with the top three ideas, and the one big idea to create learning environments that foster and nurture creativity, innovation and global competence. For a detailed description of consensus-building, check out

<http://www.seedsforchange.org.uk/free/consens> or  
<http://www.sabes.org/resources/facilitationguide.pdf> (pg. 22)

### **Schedule for Watch Party Facilitating Session, after the broadcast or webcast:**

- 5 minutes: Introductory remarks, unveil the questions, time to get into small groups
- 25 minutes: Discuss the question and record the top three education ideas from the group
- 20 minutes: Reconvene as one group; each small group reports out their three ideas; record the ideas on an easel pad or overhead projector so all can see all of the ideas
- 10 minutes: Ask everyone to return their index cards; let them know that all ideas will be forwarded to the Governor's Office, close and thank everyone for participating.

### **Assembling the Information for the Governor's Office:**

Please prepare the following to submit to the Governor's Office electronically using the web form under the "Feedback" tab on the website, [www.conversationoneducation.org](http://www.conversationoneducation.org).

1. A list of the top three education reform ideas from each small breakout group
2. A list compiled from the index cards of all education reform ideas submitted
3. The sign-in sheet