

# What's in Your Toolbox? Presentation Notes

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- Large Group Communication / Role of the Facilitator
  - a. Why group communication vs. other?
  - b. Group communication allows a diverse group of people to meet and agree in a limited time setting.
- Group Dynamics
  - a. Who to Invite: Group Composition
    - i. Variety is Key: Students, Parents, Business People, District Staff, City/County Administrators, Teachers, Instructional Leadership, Planners, Architects, Community Members
    - ii. Communication Styles : Honor communication styles by providing a variety of seating, food/drink, access to patio areas, quiet/noisy areas, restrooms nearby
  - b. Let them Do the Work (Group Discussions)
    - i. Large Group
    - ii. Focused Committee
    - iii. Small Group
    - iv. Twitter Feed, IPad, Online Surveys, Dot Surveys
- Presentations to Inform and Inspire get your Group on the Same Page
  - a. Informational: Movie Night, Use Presentation Zen as your guide
  - b. PechaKucha: 20 slides X 20 seconds each; use for many presenters and shortened format
- Facilitation Techniques
  - a. Ground Rules: Start with Simple Ground Rules to keep your meeting civil
  - b. "Why to the 4<sup>th</sup>" facilitation questions to get to the core of the issue (ask "why" 4 times...get to the heart of the issue)
- Tours provide one on one interaction with educators and their peers; they see the buildings in action.
  - a. Taking the Trip: Local vs Other; if local make sure you aren't touring what they don't desire.
  - b. Virtual Tours: Utilize a variety of schools and communities
  - c. Skyped Tours: Maybe send a small team and have them Skype the tour back to your group
- WikiSites
  - a. Free from Google, Wikisites provide a repository for schedules, agendas, notes, photos etc. They provide a project record that your committee members can refer others to.
- Group Exercises: Get the most from your group; Group exercises provide a "common communication tool" for a wide variety of people – no one is an expert.
  - a. Marshmallow Exercise: [www.ted.com/talks/view/lang/eng/id/837](http://www.ted.com/talks/view/lang/eng/id/837)
  - b. Furniture Virtual Tours
  - c. Furniture Exercises (utilize actual products, no reps at the meeting)

- d. Visual Surveys: allow participants to use pictures to describe ideas without “words” that may have a variety of connotations.
- e. Curriculum Mapping : participants map out “where” activities will happen in their building
- f. Block Exercises
  - i. Foam Blocks: to create functional relationships
  - ii. Legos: to express ideas about STEM, learning styles, etc
  - iii. Kit of Parts: May be used throughout the meeting as a communication tool
- Reality Check : Why are we doing all this?