Facilitating a Collaborative Seminar Lead

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*** These notes are an example of what facilitator’s notes might look like. The red text represents what I have written as the facilitator, and the other text would have been provided to the class as a handout. You can use this as an example of what your notes might look like.

Session Objectives:
- Identify the key stages of facilitation
- Identify strategies for success in each of these stages
- Practice techniques for effective seminar facilitation

Supplies: papers for poster group, pens, notes

Stage 1: Before the Facilitation
- Preparation (need objectives, anticipate questions, REREAD your assignment description) Large group discussion
- Format (opening, closing, transitioning) Think-pair share
- Supplies Think pair-share
- Questions (open-ended vs. closed-ended) Jig saw (1/2/ class focus on open, other on closed)

Stage 2: During the Facilitation
- Managing nerves group survey – how many people are nervous, then poster group with paper, so instead of moving around paper gets passed around.
- Redirection (not directly answering, but helping that person find the right answer) partner activity – figure out what your partner ate for dinner last night, partner tries to direct them to the correct answer.
- Silence partnered activity – switch who is talking, now you ask your partner a question, pause for 3 seconds, then the partner can answer
- Awareness (of self, and others) can help you engage more people – is there someone who is not talking? How might you engage them? individual activity – what do you notice about your colleagues, how might you best interact with them?

Stage 3: After the Facilitation
- Reflection (What did you do well? What would you change?)
Collaborative Learning Strategies

Think-Pair-Share

Jig-Saw
Each group is assigned a specific piece, then it gets put together at the end

Individual Activities
e.g. reflections,

Large Group Discussion (think – share)
Asking questions to the group
Allow individuals time to think

Group Survey
Check in where the group is at
On the board, via an online tool, hands,

Posters
Put up papers around the room and get people to walk around and fill them in, each group moves around

Partnered Activities/group activities
For example debates, get students to stand in a line according to how much they agree with a statement, team vs. team,

4 poster group questions below:
How do you ensure that you are making eye contact with your audience? What strategies do you use?
How do you ensure that you aren’t talking too fast (or too slow)? What strategies do you use?
How do you use your slides? Do they help manage your nerves?

What about notes?
What do you do to keep weird body movements under control? E.g. avoid fidgeting, or playing with your hair, or crossing your legs.