



Planning and Delivering an ETFO Book Club for Facilitators

Before

- Arrange the book club environment so that all can see and hear one another (chairs, handouts, materials).
- Arrive early.
- Read the material ahead of time to feel comfortable with the content.

During

- Always honour session start and end times.
- Begin with an inclusion activity to help members transition into the session and feel comfortable.
- Establish, post and celebrate group norms with group members.
- Model the group norms.
- Establish a predictable format for learning:
 - Before – set the context for the session.
 - During – all members focus on and monitor group's attention to the topic.
 - After – reflect on key learnings and assign homework.
- Remain neutral promoting teacher discovery and inquiry.
- Keep the sessions moving according to topic or task at-hand.
- Encourage everyone to participate and acknowledge each group member's involvement and contributions.
- Encourage personal reflection.
- Create a 'parking lot' using a flip chart and post-it notes to post issues and questions.

After

- Ask participants to fill in an evaluation form to let you and your local know how you have met the needs of your membership, and what changes you might consider.
- Celebrate your contribution to your membership!
- Make your selection for your next ETFO Book Club.

Facilitate – to make easy or easier
Facilitator – a person who contributes to the fulfillment of a need or furtherance of an effort or purpose

The Free Dictionary