**PRACTICE #1: Creating a sense of community**

**Instructions**:

* TIME: 8-10 minutes
* TOPIC: Lead an ice-breaker or community-building activity
* TARGET: be welcoming, build a sense of belonging, set a positive tone of collaboration and community
* TECH TOOL: Utilize at least 1 tech tool (screen share, mentimeter, jamboard, shared document (such as MS Word online or google doc) or another tech tool

**Reflection Rubric:**

|  |  |  |
| --- | --- | --- |
| **GLOWING**  Met or exceeded target | **TARGET**  Criteria and Description | **GROWING**  Suggestions to strengthen |
|  | **#1: Welcoming presence:** Eye contact at camera, smile, well-lit, good sound, no background noises |  |
|  | **#2: Build a sense of belonging.**  Use names as much as possible, invite everyone to have a chance to speak and be heard. Tell them who is next to share, and two or three people after that, etc. |  |
|  | **#3: Set a positive tone of trust, empathy, and collaboration**  Model listening and responding to comments. Give space and encourage others to respond to each other. |  |

**Resources Links:**

* [Ice Breaker tips and questions](https://teambuilding.com/wp-content/uploads/2020/04/Virtual-Icebreaker-Questions.pdf)
* [More ice breaker questions](https://museumhack.com/list-icebreakers-questions/)
* [Library of Remote Friendly group activities](https://www.sessionlab.com/library/remote-friendly)
* [21 Virtual Activities](https://symondsresearch.com/icebreakers-for-online-teaching/)

**PRACTICE #2:  Engaging Facilitation**

**Instructions**:

* TIME: 10 minutes
* TOPIC: Provide a mini lesson or discussion on any topic (servant leadership, any DAI activity/course, or any topic you are passionate about like business, communication, family, favorite topic, etc).
* TECH TOOL: Utilize 2 tech tools (screen share, mentimeter, jamboard, shared document (such as MS Word online or google doc) or another tech tool
* TARGET: Preparation, pacing, engaging participants

**Reflection Rubric:**

|  |  |  |
| --- | --- | --- |
| **GLOWING**  Met or exceeded target | **TARGET**  Criteria and Description | **GROWING**  Suggestions to strengthen |
|  | **#1 Preparation:** Well-prepared with content & tech tools. Smooth transitions and clear communication. |  |
|  | **#2 Pacing:** Not too fast, and not too slow. Facilitator “reads the room” and adjusts accordingly. |  |
|  | **#3 Engagement:** Facilitator utilizes various methods to engage participants, not simply lecture. |  |
|  | **#4 Creating a Sense of Community:** is welcoming, builds a sense of belonging, sets a positive tone of collaboration and community |  |

**FACILITATING TIPS**

|  |  |  |
| --- | --- | --- |
| **BEFORE** | **DURING** | **AFTER** |
| * Pray for participants      * Prepare: Read and reflect on the content so you are familiar with it      * Practice using the tech tools beforehand to feel confident      * Plan: Fill out/adapt the lesson plan template with the sequence and pace of each activity to guide you and your participants | * Pray for yourself and your participants. * Make space for creating a sense of connection and belonging. This is KEY! * Share the agenda so participants can anticipate what to expect * Keep the pace - not too fast, not too slow. Respond to the group’s needs and adjust accordingly. * Embrace the unexpected and golden teachable moments. | * Pray for you AND your participants.      * Reflect: What went well? What should I change for next time? Write this down in your lesson plan template.      * Gather Feedback from participants. What’s working /not working for them? How do they need support?      * Schedule one-on-one check ins or conversations – email, text, phone call, etc. |