**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.

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