

Conversations With Data Facilitator Guide



Conversations with Data Module Facilitator Guide

Set Up and Planning	
Overview	The <i>Conversations with Data</i> workshop is a module designed to use with educators before data team meetings or other dialogues about data.
Objectives	<p>The Conversations with Data Skills module is designed to meet the following learning objectives.</p> <ul style="list-style-type: none"> • Participants will practice listening skills. • Participants will describe how data can have various interpretations. • Participants will be able to recall the “Copper Rule” of data. • Participants will identify key factors of a successful conversation about data.
Planning	<ul style="list-style-type: none"> • The Conversations with Data Skills module takes 15-30 minutes depending on number of activities used • Resources needed <ul style="list-style-type: none"> ○ Conversations with Data PowerPoint presentation ○ Facilitator’s guide ○ 2-minute timer ○ Optional materials: index cards, whiteboard or large paper, and markers
Room Set Up	All participants should be able to see the presentation screen. Chairs should be moveable in order to facilitate working in pairs.
Trainer Notes	
Introduction Slide #2	Introduce yourself. Thank everyone for attending. If you are speaking to a group of people you do not know, you may want to ask everyone to create a name plate. Use a folded paper or index card and markers to create these.
Why Conversations? Slides # 3-4	Go over the slides asking participants if they can think of other use cases for conversations with data.
Copper Rule Slide #5	Explain the Copper Rule (the Golden Rule was already taken) Emphasize that this rule encourages conversations and provides a safe environment.

75 degrees Slide #6	<p>Here is an anecdote about data and interpretation.</p> <p>In Florida, at Blue Springs State Park, during the winter, the manatee leave the bay where the water is too cold. They come into the spring water to bask in the WARM 75 degree water. Right next to the plaque explaining this is a sign promoting: Beat Florida’s summer heat. Come tubing in our briskly COOL 75 degree water. 75 degrees is DATA. Warm or cool is interpretation.</p>
Optional Activity Slide #7	<p>Divide the large group into pairs or smaller groups and ask participants to share an anecdote about a time when they could see data with two or more interpretations. You can hide this slide if you would like to skip it.</p>
Conversations with Date Slide #8	<p>Show the slide and ask if there are questions, or if participants have something to add.</p>

<p>Listening Activity Slide #9</p>	<p>Divide the group into pairs. If there is an odd number, the facilitator should pair with this participant.</p> <p>Instructions:</p> <p>Determine person to go first.</p> <p>The first speaker will talk for 2 full minutes. It is okay to pause to gather thoughts. The topic is to be <i>My Home Town</i>.</p> <p>The listener is NOT to speak. The listener should give undivided attention. Don't worry about trying to remember.</p> <p>The listener will have a different topic so don't try to think of what you are going to say.</p> <p>Start the timer and announce – begin</p> <p>After the two minutes are up, give a minute break for people to relax.</p> <p>Provide the second topic of <i>My First Job</i>.</p> <p>Set the timer and announce-begin</p> <p>When the two minutes end, give a minute break for people to relax.</p> <p>Begin the discussion:</p> <ol style="list-style-type: none"> 1. What did it feel like to be the speaker? 2. What did it feel like to be the listener? 3. As you listened, did you sense any emotions? 4. What lessons can be learned from this activity? 5. How might this change how you work with colleagues? 6. How might this change your approach going into a group who is hesitant about using or discussing data? <p>Allow about 15 minutes for this entire activity</p>
<p>Acknowledge and Appreciate Slide #10</p>	<p>Ask how many participants have been in education for 5 or more years? 10 or more years? 20 or more years? Comment about the many years of experience present in the room. Talk about the other points on the slide.</p>
<p>Key Attributes Slide #11</p>	<p>Ask participants to recall a particularly effective trainer or facilitator. Which of these traits do you recall that person displaying?</p>
<p>Attributes Continued Slides #12-14</p>	<p>Explain the next three slides. Try not to read the lists but discuss the attributes.</p>

Optional Activity Slide #15	<ul style="list-style-type: none"> • Have participants share situations when they have experienced an effective leader or facilitator. • Make a list of the attributes that participants highlight from their experiences. Use a whiteboard or large poster to make the list. You can hide this slide if you do not wish to use it.
Never allow Gossip Slide #16	<p>Take a few minutes to discuss this slide. Ask participants for other examples for ways that gossip can derail conversations.</p>
DOs and Don'ts Slide #17	<p>Take a few minutes to discuss this slide. Ask participants for other DOs and Don'ts</p>
Credits Slide #18	<p>The two men listed are excellent resources to learn more about being a facilitator.</p>
What You Will need Slide #170	<p>This slide lists the resources participants will need to deliver one or both of the overview presentations covered in this workshop.</p> <ul style="list-style-type: none"> • IRC only presentation • DSI only presentation • Scavenger Hunt Activity • Facilitator's guides • User Guides (optional) <p>Be sure to show them where they can go on the Illinois Report Card to get the most recent materials.</p>
Contacts Slide#171	<p>Display contact information. You can substitute your own name in place of Cheryl's.</p>