



Methods of Facilitation

Presented by:

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Agenda

- Ice Breaker Activity
- Facilitation Strategies
 - **Planning**
 - **Organizing**
 - **Leading**
 - **Evaluating/Reflecting**
- Processing Time
- Wrap-up



Ice Breaker

- Find someone you do not know
- Introduce yourself:
 - Name, State, Number of Years teaching
 - What are you looking forward to most with VEI?
- Share with partner an example of how you currently create a **student-centered** approach in a lesson, project, and/or classroom



Ice Breaker - Reflection

- Considering the examples we've shared, how much involvement did the student have in:
 - **Planning (Designing)**
 - **Organizing**
 - **Leading**
 - **Evaluating/Reflecting**



Facilitation Defined

HELP

- **HELP** a group of people understand their common objectives

ASSIST

- **ASSIST** them in plans to meet the objectives

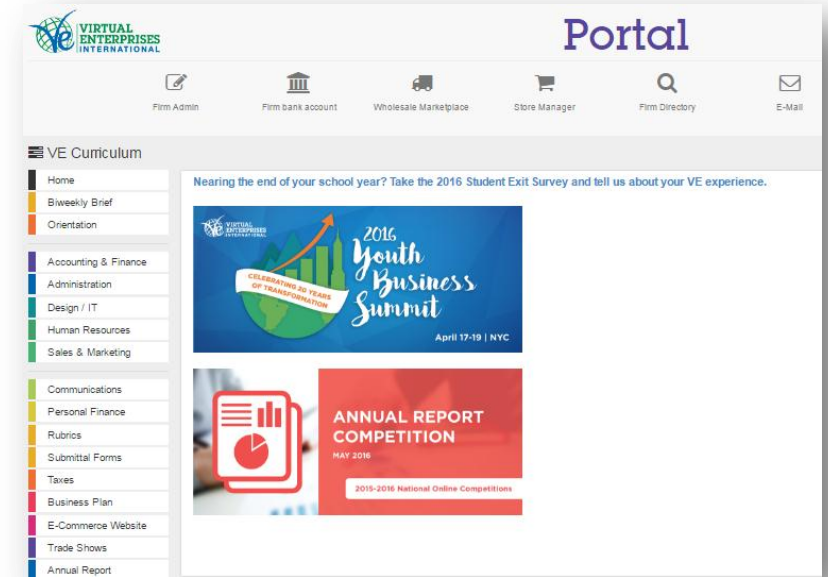
NEUTRAL

- Remain **NEUTRAL** – do not take a particular position



Planning

- Become a **Master of Resources**
 - Know what the [VE Portal](#) has to offer
 - [Pacing Guide](#)
 - [Annual Activities Map](#)
- Prepare “**loose**” **lesson plans** knowing they will be changed with student input
 - See [Professional Development](#) folder for examples
- **Meet weekly** with Chiefs
 - Calendar, Chief Notes, Company Notes, Department Tasks List



Planning

Sample 90-Minute Block

- 8:00 Arrival: Sign In, To-Do List
- 8:05 Status/Check-in Meeting w/
CEO, VP or Team Leaders
Daily
- 8:15 Break out meetings &/or
work
- 8:45 Work
- 9:15 Follow up
- 9:25 Debrief & To-Do
- 9:30 List & Dismissal

Sample 45-Minute Period

- 8:00 Arrival: Sign In, To-Do List
- 8:05 Status/Check-in Meeting w/
CEO, VP or Team Leaders
Daily
- 8:10 Break out meetings &/or
work
- 8:40 Debrief & To-Do
- 8:45 List & Dismissal



Planning

- Executive Meeting to identify Goals & Objectives for the Week
- Status meetings to ensure progress
- Summarize and Prioritize for the following week

	Monday	Tuesday	Wednesday	Thursday	Friday
Admin	Meeting*	Work	Work	Work	Meeting*
Acct	Work	Meeting	Work	Work	Work
Sales	Work	Work	Meeting	Work	Work
HR	Work	Work	Work	Meeting	Work
Design/IT	Work	Work	Work	Work	Meeting



Timeline

- **August/September:** Business Idea, Interview Process
- **October:** Write Business Plan, Set-Up Departments
- **November – April:**
 - Department Tasks
 - Professional Development
 - Trade Shows
 - National Competitions
 - Portfolio Tasks
 - Purchasing
- **May – June:** Annual Report, Wrap-up

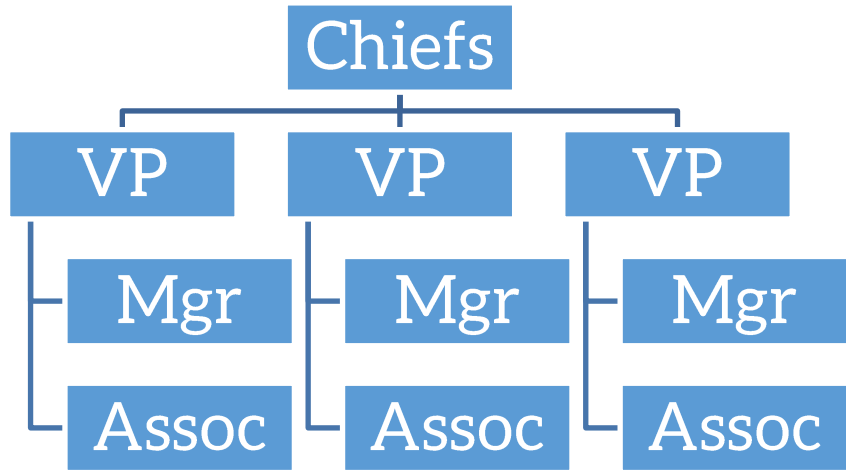


Organizing

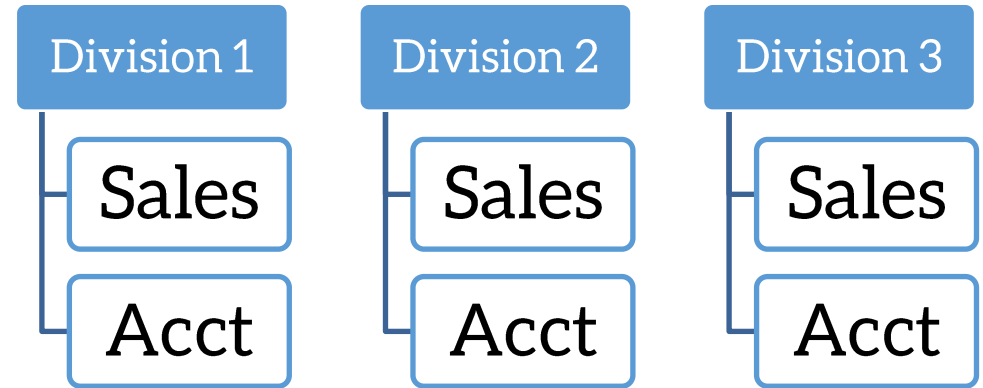
- Prepare an [Organizational Chart](#)
- Conduct Employee-led Company and Department Meetings
 - Norms, Agendas, Minutes
- Create a [Company Code of Ethics](#)
- Develop [Employee Handbook](#)
- Work with departments to develop:
 - Department Tasks List
 - Calendar
 - [Weekly Log Sheet](#)/Weekly Department Board
 - Company Notes, Department Notes
 - National Competitions



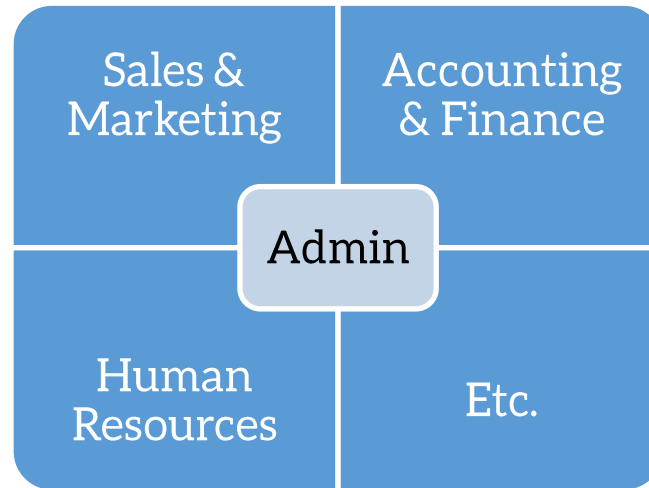
Sample Organizational Structures



Functional/Hierarchy



Divisional/Large firms



Matrix/Team-based



Processing Time – Planning & Organizing

Planning

- With a partner, discuss:
 - What might Day 1 look like in your classroom?
 - What strategies will you include in which the students have a large part in the **planning** of:
 - ✓ daily activities
 - ✓ business plan
 - ✓ department meetings
 - ✓ company meetings
 - ✓ department tasks

Organizing

- With a partner, discuss:
 - How can you involve the Chiefs in the organization process?
 - What strategies will you use that allows you to know what is happening without you determining who should be doing what?
- Share out



Leading

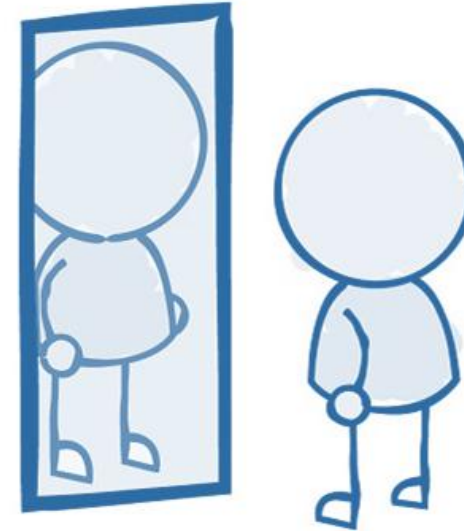


- Ask guiding questions
- Encourage employees to ask VPs and Chiefs - Not You!
- Work with Chiefs and VPs to develop leadership skills
- Professional Development



Evaluation / Reflection

- Goal Evaluation (Company, Department, Personal)
 - Weekly, Monthly
 - Business Plan
- [Employee Evaluations](#)
 - Monthly, Quarterly
- [Weekly Log Sheet](#)
- Quarterly Test
- Department Challenges
- [Rubrics](#)
- Product Monthly Checks
- Purchasing Log
- Portfolios



Processing Time – Leading & Reflecting

- Considering the ideas that were shared, brainstorm ideas to:
 - Encourage employees to see Chiefs and VPs as experts
 - Evaluate Employees
 - Track Employee Work
- Share out



Resources

[VE Portal](#)

[Pacing Guide](#)

[Annual Activities Map](#)

[Employee Evaluations](#)

[VE Briefs](#)

[Organizational Chart](#)

[Company Code of Ethics](#)

[Employee Handbook](#)

[Weekly Log Sheet](#)

[National Competitions](#)

[Slack Channel](#)



VE Coordinators ▾

- kendrallee1999

All Threads

★ STARRED

- # general

CHANNELS

- # businessplan
- # gettingstarted
- # grading
- # personal_finance
- # random
- # socialmedia
- # website

DIRECT MESSAGES

- slackbot
- kendrallee1999 (you)

#gettingstarted

☆ 120 | 🔍 0 | Add a topic

December 7th, 2016

ewoodruff 12:24 PM
joined #gettingstarted. Also, @mgalredo joined, @kendrallee joined, @t42an24t joined, @cng7400 joined, @hheinberg joined, @crickman joined, @rhunley joined, @donprince joined along with some others.

March 3rd

tylerfugazzle 10:39 AM
Hi all - we're putting together a YBS Success Checklist to provide to everyone participating at this year's Youth Business Summit, which will be especially helpful for newcomers. If you have tips, tricks, best practices, or other advice we can share with the network for business success and having a generally great experience for YBS and Trade Show - post them here or send them to me in an email for us to curate!

March 26th

amydemchak 9:42 PM
I have my students create a schedule with the following assignments/stations: booth selling, on the floor selling, purchasing (making personal or firm purchases), and lunch. This eliminates (or at least lessens) any confusion and increases accountability for students during the trade show.

March 28th

jeanneb 8:45 AM
joined #gettingstarted. Also, @ico1959 joined, @jw21savage joined, @wtseng joined, @kinder joined, @jthornton joined, @kingston joined, @tracy joined, @driscoll joined along with some others.

+ Message #gettingstarted

[Slack Channel](#)



Key to Being a Successful Facilitator

- Forgive yourself daily.
- Say often, “I don’t know. Let’s figure it out.”
- Involve the students in everything!
 - **Planning, Organizing, Leading, Evaluating / Reflecting**
- Know it will not be perfect. Imperfection is where true student learning will take place.
- Facilitate continuous reflection with the students.
- Continue to learn and evolve with your students.



Closing Thought

TELL ME

and

I forget

TEACH ME

and

I remember

INVOLVE ME

and

I learn

- Benjamin Franklin





Thank you

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**Go to veinternational.org to join
the transformation.**