

Employee-to-Employee Facilitator Prep

If you are interested in facilitating as part of the [X] program, you will be required to complete a 45-60 minute interview. This interview consists of a series of interview questions, as well as a 15-minute mock training, during which you will facilitate a short learning session to demonstrate your facilitation & classroom management skills.

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Why am I facilitating this session?

Employees have varied backgrounds, experiences and skills - and for this reason, we know that one size does not fit all. As part of your interview process, a mock training session gives you the opportunity to let your skills shine, and show us what you can do in the classroom.

What kind of content should I prepare?

You will either receive specific content from your interviewer to prepare, or you will be asked to facilitate any type of content you wish. When given a choice, people often facilitate content they've seen in action before, or content from a class they are hoping to teach in future. Choose a section from the course that will highlight your skills best (eg. an activity, demonstration, or game) and get creative.

What format does it need to be in?

It is entirely up to you. You can prepare slides, or don't, whatever will fit your content best. The key is to engage your audience and lead them through a "learning session," not a lecture.

What should I focus on when preparing?

At the end of your session, your audience should have learned something. Get your audience involved by being creative and thinking outside of the box. What would engage you if you were a participant?

How will my performance be evaluated?

Your interviewer will be evaluating whether or not you:

- include and meet specific learning objectives.
- show an awareness of how adults learn.
- summarize and draw attention to key points when necessary.
- use innovative ways of delivering your content.
- demonstrate good time management and organization skills.
- interact well with your audience, including how you respond to questions.

- change methods and modalities throughout the session (ppt, flipchart, discussion, etc).
- incorporate interactivity, such as games, quizzes, puzzles, etc.
- use an obvious and appropriate structure, or flow.
- are confident and professional, maintaining a positive and comfortable environment.
- make eye contact, demonstrate open body language and connect with the audience.
- make the session enjoyable and actually teach your audience something!