

Activity: Launching the L3 Process

WHAT will we have when this activity is complete?	Your coalition will have a shared definition of what it feels like to be part of an inclusive community
WHY is this activity important?	Members of your community will be able to see themselves and their community in connection to the statewide effort of the L3s
HOW do I do this activity while keeping the habits in mind?	Focus on <i>inclusion</i> and keeping many perspectives and voices in the room and participating. For more ideas, click on this link [include a link to the module page with more prompts]
WHEN in the process does this activity come?	Do this activity AFTER Forming an Inclusive Coalition and BEFORE the Design Process & Habits Activity . It can be completed independently or in conjunction with United We Learn .
WHO needs to be involved with this activity?	Complete this module with your whole coalition

In-Person Directions

Provide a step-by-step walkthrough of the process for this module if teams are facilitating in-person sessions. Provide suggestions for in-person facilitation methods. Templates and scripts may be included in this section.

The goal of the L3 Launch is to begin the process of building community and introduce your community to the overarching goals of the Local Laboratories of Learning.

Your launch consists of four activities:

1. Community building and overview of L3 process (what we're doing)
2. Orientation to *United We Learn* report (why we're doing it)
3. Introduction to design process (how we're doing it)
4. Empathy interview introduction and planning (first independent step)

When building the agenda for your launch, you have a few options:

- Have one long meeting that includes short versions of each activity
- Have a couple meetings that allow your L3 to build a gradual onramp to the work

Materials:

- [Slide Deck](#)
- Chart paper or poster with Community Agreements (see slide 6)
- Sticky notes

Proposed Agenda

Module 1: Inclusion
Activity 2: Launching the L3 Process

Timing	Activity	Facilitation Notes																					
15 minutes	Opening (slides 1-7) •																						
10 minutes	Connection: Building trust (Think-pair-share): why did you say yes?																						
10 minutes	Mapping the Process (slides 9-16)																						
20-60 minutes	Part 1: United We Learn																						
20-80 minutes	Part 2: Intro design process																						
30-60 minutes	Part 3: Empathy Interviews																						
5 minutes	Next Steps																						
5 minutes	Closing																						
<p style="text-align: center;">Virtual Directions</p> <p><i>Provide a step-by-step walkthrough of the process for this module if teams are facilitating a virtual design session. Provide suggestions for virtual facilitation methods. Templates, virtual tools, links to workspaces, and scripts may be included in this section.</i></p>																							
<p>Materials: Slide Deck</p> <p>Proposed Agenda</p> <table> <tr> <th>Timing</th><th>Activity</th><th>Facilitation Notes</th></tr> <tr> <td>15 minutes</td><td>Opening (slides 1-7)</td><td></td></tr> <tr> <td>10 minutes</td><td>Connection: Building trust (Think-pair-share): why did you say yes? (slides</td><td></td></tr> <tr> <td>10 minutes</td><td>Mapping the Process (slides</td><td></td></tr> <tr> <td>20-60 minutes</td><td>Option 1: United We Learn</td><td></td></tr> <tr> <td>20-80 minutes</td><td>Option 2: Intro design process</td><td></td></tr> <tr> <td>30-60 minutes</td><td>Option 3: Empathy Interviews</td><td></td></tr> </table>			Timing	Activity	Facilitation Notes	15 minutes	Opening (slides 1-7)		10 minutes	Connection: Building trust (Think-pair-share): why did you say yes? (slides		10 minutes	Mapping the Process (slides		20-60 minutes	Option 1: United We Learn		20-80 minutes	Option 2: Intro design process		30-60 minutes	Option 3: Empathy Interviews	
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5 minutes	Next Steps	
5 minutes	Closing Options <ul style="list-style-type: none"> • Pause & Reflect • Gratitude 	
<p align="center">Example Process & Product</p> <p align="center"><i>At the end of this process, you can have a variety of products, depending on how you organize your agenda. These product options include:</i></p> <ul style="list-style-type: none"> • Document of shared understanding from KCAE United We Learn Report <ul style="list-style-type: none"> • Products from design process • Empathy Interview Plan 		
Sample Agenda for two-hour meeting:		
Timing	Activity	Facilitation Notes
15 minutes	Opening (slides 1-7)	
10 minutes	Connection: Building trust (Think-pair-share): why did you say yes? (slides	Facilitated by community co-lead
10 minutes	Mapping the Process (slides	District lead
25	United We Learn current & future state text rendering	District lead facilitates; community lead will scribe & share words
5 minutes	Break: catch your breath	
20	Habits	Community co-lead
30-60 minutes	Empathy Interviews <ul style="list-style-type: none"> • Understanding 	
5 minutes	Next Steps	
5 minutes	Closing Options <ul style="list-style-type: none"> • Pause & Reflect • Gratitude 	
See activities for sample products for each of the options.		

<p style="text-align: center;">Gut Check & Reflection</p> <p><i>As your team begins to have a shared understanding of what it feels like to be an inclusive community, reflect on the following questions</i></p>
<p>The initial launch of the L3 can present your community with</p> <ul style="list-style-type: none">• Have you created a launch plan that allows for every voice to contribute to the space (it does not have to be a verbal contribution)?• Do you have a plan that allows for the information to be digested in small pieces?• Do you have a plan for scaffolding how your coalition members receive and process the information?
<p style="text-align: center;">Resources & Links</p> <p><i>Provide links to supporting tools, strategy resources, templates, etc to support the module</i></p>
<p>Inclusion Activity 3: United We Learn</p> <p>Inclusion Activity 4: Habits & the Design Cycle</p> <p>Inclusion Activity 5: Empathy Interview Modeling & Planning</p>
<p style="text-align: center;">Next Steps</p> <p><i>Provide a direct link to the next module</i></p>
<p>The next module in the design sequence is United We Learn (link with module name).</p>