

# Tuning Protocol 2 (Modified)

For use in Session #4 Distance Facilitation Institute for groups sharing 10 minute Zoom sessions. Applied Distance Facilitation Practice for individuals.

- Hard on the content, soft on the people
- Be kind, helpful and specific
- Share the air (or “step up, step back”)

## Protocol:

### — 15 minute Breakout Room Opens:

1. **Presentation (10 min):** The **presenter** gives their 10 minute presentation. **There is a 1 minute buffer for tech issues as the presenter preps to share screen, folks get into breakout room, etc.** It is a hard stop at 11 minutes into the breakout room.
2. **Presenter Dilemma Question (1 min):** The **presenter frames a dilemma question** to guide the discussion. *Participants are silent.*  
*Dilemma question examples: “I really want this part to be more engaging and interactive, but I can’t find a way to do it in the time I have for it.” / “I want the anchoring activity to be something that builds community since we meet many times over the course of the workshop. What do you think I could adjust to this section to help with that part?” / “I want some feedback on...”*
3. **Probing Questions (1 min):** **Participants** ask “**probing**” questions of the presenter. **Probing questions help the presenter expand their thinking about the dilemma.** “Have you considered....” “When you were planning for this, how did you...?”
4. **Discussion (3 min):** **Participants** discuss the 10 minute presentation and provide insight **on the presenter’s dilemma question**. It is helpful to begin with **positive feedback**. Participants can then take a more critical analysis of the work and focus on the dilemma question. *During this time, the presenter physically removes themselves from the group by turning off their camera. They are silent and taking notes. Participants should direct their comments to each other, not the presenter.* “Their design really...” “I found the second part to be...”
5. **Reflection (1 min):** The **presenter** turns back on their camera and has the **opportunity to respond** to the discussion. **Participants are silent. No cross talk.**

### —Breakouts Close