LYNCH LEADERSHIP
ACADEMY

Audience:
Session:
Date:
Facilitator:
Tech Support Person:
(having a tech support person will insure that the facilitator can focus on the content being delivered)

Equity Throughline

4 Key Questions	
What is the problem we are trying to solve?	
What ideas or content do we want people to grapple with?	
What task or product creation will people engage in and what will they leave with?	
How do we want them to feel after the PD?	

Outcomes	Key Take-Aways What would the exemplar answer be walking out the door. The "aha" –– the sticky idea

Weaving/Braiding Connections with Previous Content

Zoom/Virtual Tool	Purpose	Instructions for Use
Breakout Rooms	– Pairs – Small group discussions – Jigsaws, World Cafe, other discussion protocols	https://www.youtube.com/watch?v=jbPpdyn16sY
Gallery View	– Allows all participants to see each other – Use when sharing out	https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout
Chat	– One word or sentence answers – Sharing big takeaways – Giving feedback	https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat
Polling	– Answering questions – Getting information quickly	https://www.youtube.com/watch?v=erz4xtOHoVs
Whiteboard and Annotation Tools	– Allowing all guests to draw and write on screen share or whiteboard – Virtual chart paper	https://www.youtube.com/watch?v=jO4-wrwHAxk
Google Docs	– Collaborate with others – Give feedback/ask questions	https://www.youtube.com/watch?v=s6V_h43-BIY
Padlet	– Collaborate with others – Virtual chart paper	https://www.youtube.com/watch?v=UuzciL8qCYM

Agenda and Activities for the Day		
Time	**Activity and Mode**	**Notes/Tech Considerations**
	Opening: – Review agenda, outcomes, norms (if necessary) – Energizer, Activator, or Do Now	
	Closing: – *Gather data on whether or not outcomes have been met. Examples: survey, plus/deltas, Results-Process-Relationship feedback, exit tickets, etc.* – *Be sure to review any next steps or follow-up*	

Groupings/Breakout Groups			
Activity	*Logistics:*	*List the groups and participants*	*Accountability*

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	Time/Number of Groups/Group type *(random, planned, participants select by changing name)*		Measure *(how you are ensuring the work gets done in breakouts)*

Post PD Follow-up	
Data Review, Next Steps Follow-up, Accountability	
Group/Team Observation & Coaching	
Individual follow-up	

Action Items to Ensure PD Runs Smoothly		
Task	Person Responsible	Date Due