**Facilitator Directions**

**Cohort 8 Action Research Showcase**

**April 14, 2021**

**Overview of IPLI Action Research Showcase:**

9:00 **Welcome and Overview** of April Seminar and Action Research Sharing

9:15 **Session I** (8 Round Table Sessions to Choose from with 2 principals presenting at each round table)

9:45 **Interlude** (5 minutes to move to Session II)

9:50 **Session II** (8 Round Table Sessions to Choose from with 2 principals presenting at each round table)

10:20 **Break**

10:35 **Session III** (8 Round Table Sessions to Choose from with 2 principals presenting at each round table)

11:05 **Interlude** (5 minutes to move to Session IV)

11:10 **Session IV** (7 Round Table Sessions to Choose from with 2 principals presenting at each round table)

11:40 **Interlude** (5 minutes to move to Regional Cohort Groups)

11:45 **Action Research Celebration**

Noon **Lunch**

**Facilitator Role and Instructions:**

Each table will have a “facilitator” – IPLI mentors and staff (one facilitator for each table at each session). See *Action Research Showcase Program* for assignments.

The facilitator plays a critical role in helping each table session run smoothly and helping presenters and audience draw connections and engage in meaningful conversations related to their work as principals.  Session facilitators have the responsibility to:

* Introduce the session and the presenters.
* Keep time for the presenters, signaling them at the 5-minute mark and 8-minute mark of their presentation’s time allotment.  (Each principal has been asked to prepare a 10- minute presentation.)
* After both principals present, facilitate a discussion assisting the audience connecting the content of the presentations as well as to their work at principals using the following prompts:
* What questions do you have for the presenters about their work? (The facilitator may choose to ask this question after each presentation.)
* In what ways do these two inquiries resonate with the experiences of those seated at the table?
* In what ways do these two inquiries relate to topics we’ve covered in IPLI this year?
* What can we learn about instructional leadership from looking across these two presentations?

Example timeframe for the facilitator (a “script”) for Session I that would run from 9:15 – 9:45 as an example:

**9:15 Welcome Everyone to Session I** (1 – 2 minutes) using the following script:

**“I’d like to welcome you to today’s Session #1.  Today’s session is a part of our IPLI work for the year, where Cohort 6 principals have been engaged in action research to better understand and gain insights into their leadership practice.  As you know, action research is defined as a systematic, intentional study of one’s professional practice as an educator. Since October, our presenters have been in the driver’s seat of their professional learning through the process of action research by studying a question they developed about their administrative practice. Today, each presenter will share the background that led to their question, the process they utilized to gain insights into their question through data collection and analysis, what they learned as a result of their self-study, and finally, where they are heading in the future.**

**My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I will be serving as the session facilitator. This will include introducing each of our speakers and keeping time. We will facilitate a discussion across** **our presentations at the close of the session.  There are two presentations at this session.  Each presenter will speak about his or her action research for 8 – 10 minutes. After both presentations, we will have time for questions and reflection.  The first presentation is entitled, (Fill In Name of Presentation I) by (Fill in the name of the presenter).”**

9:17 Presenter One (8-10 Minutes)

***Watch the clock and at 9:22, let your presenter know that 5 minutes has elapsed.  After 9:26, let your presenter know that he/she should be wrapping up.***

Thank Presenter One and Introduce Presenter Two

**“Please join me in thanking our first presenter.  (Applause)  And now, it is my pleasure to introduce our second IPLI principal inquirer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose presentation is entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”**

9:27 Presenter Two (8-10 Minutes)

***Watch the clock and at 9:32, let your presenter know that 5 minutes has elapsed.  At 9:36 am, let your presenter know that they should be wrapping up.***

    Thank Presenter Two

**“Please join me in thanking our second presenter.”  (Applause)**

9:37 – 9:45  General Discussion Led By Session Facilitator

***Lead a discussion that helps the presenters and the audience synthesize the presentations and analyze them about their work as principals.  Some suggested questions to facilitate discussion:***

* What questions do you have for the presenters about their work?
* In what ways do these two inquiries resonate with the experiences of those seated at the table?
* In what ways do these two inquiries relate to topics we’ve covered in IPLI this year?
* What can we learn about instructional leadership from looking across these two presentations?

**At the e*nd of the session, thank both the presenters and audience for attending.***

**9:50 Session II**

* Presenter #1 (9:52): 5 minutes – 9:57; 9 minutes - 10:01
* Presenter #2 (10:02): 5 minutes – 10:07; 9 minutes – 10:11
* Discussion

**10:20 Break**

**10:35 Session III**

* Presenter #1 (10:37): 5 minutes – 10:42; 9 minutes – 10:46
* Presenter #2 (10:47): 5 minutes – 10:52; 9 minutes – 10:56
* Discussion

**11:10 Session IV**

* Presenter #1 (11:12): 5 minutes – 11:17; 9 minutes – 11:21
* Presenter #2 (11:22): 5 minutes – 11:27; 9 minutes – 11:31
* Discussion

**At the e*nd of the fourth-morning session, thank both the presenters and audience for attending.  Ask all participants at your session to return to their regional cohort groups for closing comments and reflections on the morning.***