



GOVERNOR'S SUMMIT
ON CAREER CONNECTED LEARNING

Group Facilitator Responsibilities

This Summit includes a facilitated, pre-designed activity to engage audience participation and provide feedback to the Governor's Office. Group facilitators should have the ability to provide clear instruction, engage all participants and record highpoints from the discussion.

Here is the checklist to assist with preparation and delivery of the event.

Prior to the conference:

- Review the materials as provided by the summit planning team.
- Understand the Agenda and timing of the event.
- Participate in, or view the archived, pre-summit "Group Facilitator Webinar" to learn about the exercises and how they might be adapted for your site. Scheduled:

Tuesday, April 25th at 10:00 a.m. – Small Group Facilitator (under 25)

Wednesday, April 26th at 2:00 p.m. – Large Group Facilitator (25+)

Day of the event materials:

- Facilitated exercise forms

Day of the event:

- Conduct the exercises
- Record (paper, digital photograph, etc.) highpoints from discussions

Post event (by June 15):

- Provide feedback to summit organizers about the process through an online survey
- Complete an online report summarizing the highpoints