

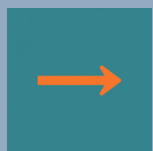
FACILITATOR INSTRUCTION SHEET



REPORTING & ACCESS TO RESOURCES

Use the link below to access all required documents:

- Weekly Reporting Sheets (Weeks 1 - 8)
- Tips for Facilitators and Glossary of Terms



Access Link:

[Communities of Practice \(CoP\) Facilitator Hub](#)

Expectations for Reporting:

1. Weekly Reporting Requirements

- A **Weekly Reporting Sheet must be** completed and submitted, by the end of the week, following each Community of Practice (CoP) gathering.
- Reporting should reflect:
 - Participant attendance
 - Key discussion points
 - Actions taken
 - Progress toward goals
 - Any required follow-up

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2. **Time Allotments** to support meaningful preparation and reflection:

- *Leaders*
 - Allocated **1.5 hours per week**
 - Time may include preparation, facilitation and completing Reporting Sheets
- *Participants*
 - Allocated **1 hour per week** to attend the CoP

3. **CoP Schedule**

- CoP groups will run for **8 weeks**
- CoP groups will meet for **one hour per week**

4. **Leader Check-Ins:**

- Please note that an email with the Teams link for the Leader Check-ins will be sent the day before the check-ins.

Leader participation will be compensated for attendance at these check-ins



Early Learning Professionals
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