

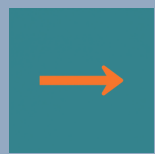
# FACILITATOR INSTRUCTION SHEET



## 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** with Kerry Drake from KD Talks:

- Thursday May 21<sup>st</sup> from 7:00 p.m. - 8:00 p.m.
  - Zoom Link - Week 3 Facilitator Check-In
- Thursday June 11<sup>th</sup> from 7:00 p.m. - 8:00 p.m.
  - Zoom Link - Week 6 Facilitator Check-In

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



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