

Facilitation 12 Point Checklist to Assure those Small Groups Go Right—Instructor Development

Use this process for task force, case study, and role play:

1. Think through the exercise you want to do. Is it relevant? Can the students do it with the information they have? What's the point?
2. Write out the exercise and put it on your slide (and/or a handout) so students can see it.
3. Tell students the exercise and why they're doing it.
4. Decide on your time frame and let students know.
5. Decide how you will divide; divide students into groups of no more than 5.
6. Get students into their groups—watch to see there are no more than 6 people in a group and that there are an even number of people in groups—or move people.
7. Tell students how to choose a leader and the job of the leader/scribe (facilitate/write down answers/prepare report). Tell students how long the report is to be (2 minutes/or 3 points, for example).
8. Start exercise. Walk around the room and check in with each group (don't leave the room!)
9. Give students 2 minute warning/ get reports ready.
10. End the exercise; call for reports. Be sure reports stay to time or number limit.
Caveat on reports: If you don't have time to have each group report, how will you handle it? (Example: First 3 groups to come to front of room get to report; or you point to the groups you want to report....)
11. After reports: Anything else to add?
12. Application to 'real life': How would this work for you? Any challenges? Benefits?

Excerpted from Carla Cross's unique [Instructor Development Workshop](#).

