

# Design Your Space

## Facilitation Plan


### RESOURCES




- [G&G: Design Your Space](#) (Google Slides)
- [G&G: Design Your Space Thought Catcher](#) (Google Doc)

## Session Prep

<b>Session Goals</b>	<p>After you lead this session, participants will be able to:</p> <ul style="list-style-type: none"><li>• Describe how physical spaces and classroom structures have the potential to support active learning and</li><li>• make a plan to create a space that maximizes student engagement and learning.</li></ul>
<b>How to Prepare</b>	<ol style="list-style-type: none"><li>1. Preview the session activities that follow and review the options for groups and activities.</li><li>2. Make a copy of the <a href="#">Design Your Space Google Slides</a> and edit based on your choices.</li><li>3. Make a copy of the <a href="#">Design Your Space Thought Catcher</a>. Review the optional pre-work and decide if you will assign it to participants ahead of time or not. Edit based on your choices and share with participants.</li><li>4. Ask teachers to bring their devices to use during the session.</li><li>5. Prepare butcher paper or similar for collaboration if you decide to have departments collaborate on common <a href="#">engagement goals</a>.</li></ol>

## Session Framework

<p><b>Whole Group</b></p>	<ul style="list-style-type: none"> <li>● <b>Slide 2:</b> Introduce the term active learning and the session goals.</li> <li>● <b>Slides 3-4:</b> Ask all participants, using the Facilitator Talk below, to take a moment to reflect on previous classroom spaces they have been in – either as the teacher or as the student if they have not taught before. If you asked participants to complete the pre-work on the <a href="#">Design Your Space Thought Catcher</a>, give willing participants the opportunity to share their work/thoughts.</li> </ul> <p> <b>FACILITATOR TALK</b></p> <p><i>Take a moment to reflect on either your previous teaching space or if you have never taught before, a previous space you were a student in . What was done for storage? Were there any spaces dedicated to collaboration or routines? Who was the focus of the space?</i></p> <p><i>Optional: [After time to reflect on the previous questions] Who would like to share the pre-work they completed?</i></p> <ul style="list-style-type: none"> <li>● <b>Slide 5:</b> Give participants time to imagine what their dream classroom space would look and feel like. Ask them to fill out their wish list on their thought catcher.</li> </ul>
<p><b>Small Group</b></p>	<ul style="list-style-type: none"> <li>● <b>Slide 6:</b> Lead a discussion on engagement goals for the upcoming year. Share with participants that these goals will guide the creation of classroom spaces and should be reasonable. Some options are provided on the slide, but encourage participants to also use their own ideas. Each participant should write their goals on their thought catcher at the end of the discussion.</li> </ul> <p>Divide participants into pairs or small groups to share their goals and receive peer feedback on them. Each participant should provide thoughtful feedback for at least 1 other person by typing it directly into the Sharing is Caring section of the thought catcher.</p>

	<p> <b>ACTIVE LEARNING PRO TIP</b></p> <p>If you would like participants to further collaborate on common department goals, cover a table with butcher paper to create a table version of a <a href="#">graffiti board</a>. Write “ ___ Department Engagement Goals” in large print in the middle. Ask them to add specific goals, strategies, and ideas to the paper to build a collaborative goal list that you can hang up at the end of the session.</p>
<p><b>Individual Reflection</b></p>	<ul style="list-style-type: none"> <li>• Slides 7-8: Once each participant has had time to give and receive peer feedback, bring back the whole group. Ask each person to define one space they want to create to meet one of their goals. Some ideas are provided on Slide 7, but it is not an exhaustive list. Have each participant write a supply list and action plan on their thought catcher to bring their idea to life. Invite them to share their goals and spaces with someone in their subject area when they are done.</li> </ul> <p> <b>FACILITATOR TALK</b></p> <p><i>Narrow your list of engagement goals down to one. How can you design a physical space that will support this goal? Write a supply list and action plan in your thought catcher. Bounce ideas off of your colleagues and be creative! Can you repurpose something you already have or get something donated? Share your plans with a colleague when you are done.</i></p> <p> <b>DIFFERENTIATE</b></p> <p>Jumping right into a shopping list and action plan may not be reasonable to each participant. Other options include:</p> <ul style="list-style-type: none"> <li>• Creating a collage of images for the space</li> <li>• Setting up a Pinterest board of inspiration</li> <li>• Creating an Amazon wishlist to share with friends and family who ask how they can support your classroom</li> </ul> <p><b>Edit the facilitator talk and Slide 8 as needed.</b></p>
<p><b>Takeaways</b></p>	<p>Invite participants to create their spaces and share photos.</p> <p><b>Optional Follow-Up:</b> Lead teachers follow up with their teams on department engagement goals throughout the course of the year.</p>

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