

Cohort Discussion #2 Facilitator Guide

Phase 2: Design and Plan

Introduction

This guide is for facilitators who are facilitating the virtual or in-person cohort discussions for Phase 2: Design and Plan in which participants will take a deeper dive into concepts covered in the IET Design Camp Phase 2 training session. This guide outlines everything you need to know to facilitate the discussion, including logistics, training materials, and high-level talking points for each slide or discussion topic. Training teams should a) review this guide and the corresponding training materials (see below) and b) make modifications that align with how you plan to conduct cohort discussions as part of your IET Design Camp.

Logistics

Meeting Date: [ENTER DATE]

Meeting Time: [ENTER TIME AND TIME ZONE]

Estimated Run Time: 75 minutes [MODIFY TIME AS NEEDED]

Technical Assistant: [ENTER TECHNICAL ASSISTANT NAME, IF APPLICABLE]

Moderator(s): [ENTER MODERATOR NAME(S)]

Overview

In their cohorts, participants will discuss their approaches to designing IET programs, including building an IET design team, developing IET program goals, and designing the learner experience.

Related Material

PowerPoint Deck (For large group discussion only before moving to breakouts):

- *2.C2_Design_Plan_Cohort_Intro_PPT.pptx*

Toolkit Sections Covered in this Content Block

- Design and Plan
 - 2.1 Form a Team and Define the IET Program and Goals
 - 2.2 Design the Program Structure
 - 2.3 Design the Learner Experience
 - 2.3 Create an IET Program Evaluation Plan
- Relevant Desk Aids
 - IET Planning Tool
 - Desk Aid 1: IET Program Goals and Outcomes
 - Desk Aid 2: Integrating Learner Support into IET Programs
 - Desk Aid 3: Conduct Outreach and Recruit Learners for IET Programs
 - Desk Aid 4: IET Program Enrollment and Intake

Assigned Team Activity from the Training Session

Choose at least one of the following activities from the IET Planning Tool:

- Think about your IET Design Team. Do you have the right people, perspectives, and skills on your team currently? What is missing and how might you go about adding it to your team? Draft your team's purpose statement.
- Reflect on your existing IET Program goals. What are they? Are they SMART? Do they cover learner, program, and partner goals? Brainstorm goals or refine your existing goals.
- Consider the learner experience. Brainstorm key components of the learner experience or discuss opportunities to refine and strengthen your current approach.

Cohort Meeting Agenda



75 minutes [MODIFY TIME AS NEEDED]

I. Cohort #2 Introduction – All cohort participants (10 min.)

[ENTER MODERATOR NAME(S)]

- A. **Slide 1 – Welcome:** Welcome to the second Cohort meeting for the IET Design Camp. Today we'll focus on sharing your experiences, lessons, and questions from the design and plan activities you conducted since we met last.
- B. **Slide 2 [Virtual only] – Quick Reminders:** Before we get started, here are a few technical reminders to make the best use of our virtual meeting. We'll be using microphones and the chat feature during our discussion, but please keep your microphone muted until you speak to eliminate echoes and background noises while others are speaking. I encourage you to have your Participant Guide handy and to take notes and write down questions.
- C. **Slide 3 – Agenda:** Now, on to our agenda for today.
 - 1. We'll spend just about 5-10 minutes up front in this room together to give an overview of today's session and remind ourselves about the key takeaways from the research and assess phase.
 - 2. We'll also look at the activities you may have conducted to set the stage for today's discussion. After a brief reminder about the reading materials for our next meeting, we'll break into our cohort rooms.
- D. **Slide 4 – We Are Here (optional):** Quickly – a reminder of where we are in the Design Camp overall – today will close out our focus on Phase 2. That doesn't mean you have to, though. As we move through the next phases of IET Design, you may want to revisit some of the ideas from this phase.
- E. **Slide 5 – Key Tasks for Design and Plan Phase:** When we met last, we focused on these four components of the Design and Plan phase:
 - 1. Form a team and define the IET program
 - 2. Design the IET program structure
 - 3. Plan the learner experience
 - 4. Create a program evaluation plan
- F. **Slide 6 – Five Key Takeaways:** We talked about the importance of pulling together a strong design team, creating goals to support your program, and considering the learner experience from pre-enrollment through when they transition to employment or further education.

We also tried to emphasize that the program structure should be flexible in adapting to changes in staffing, funding, and business and learner needs; and how a solid evaluation plan will be important for monitoring progress and informing program improvement efforts.
- G. **Slide 7 – Incorporating College and Career Planning:** During the focus on the learner experience, you looked at ways to incorporate college and career planning into the curricula. We wanted to share a tool that will help you do that. College and career planning needs to be intentionally incorporated into your lesson activities so that learners develop the mindset of future thinking and planning for their career goals.

Map your IET onto a career pathway. Work with your partners to map how the IET fits into an occupational or employer pathway. This map should include:

- Jobs above and below the target IET employment opportunity (include information such as skills, training, education, and experience needed).
- Similarly skilled jobs in other sectors.

We'll talk more about integrating college and career planning into your IET program in the next phase.

- H. **Slide 8 – Promoting Digital Literacy:** We also talked in the last session about planning for virtual delivery, thinking through the platforms you may use and considering learner accessibility. We shared a bit about the skills that learners need to engage virtually, which is what's shown here on the slide. Digital Literacy is a key workforce preparation skill to be integrated into the curriculum given its importance in navigating employment and the workplace, to pursue educational endeavors, support children's activities, and to navigate the world around us.

Digital literacy includes:

- **Basic Computer Skills:** Skills needed to control devices and use them to accomplish simple tasks, such as viewing and participating in IET curriculum lessons delivered virtually.
- **Network Literacy:** Skills needed to access, curate, and disseminate information found on social media and other digital sources.
- **Digital Problem Solving:** Using digital technology to acquire and evaluate information, communicate with others, and perform practical tasks to accomplish goals across personal, educational, and professional domains.
- **Information Literacy:** Ability to recognize when information is needed and how to locate, evaluate, and use the information including using technology to enhance it.
- **Media Literacy:** Using the range of media found online to find, evaluate, use, and communicate information.

- I. **Slide 9 – Where You've Been – Team Activity:** In preparation for today's discussion, we asked you to become familiar with the IET Planning tool by focusing on one of three activities. These included thinking about who should be on your Design Team and drafting a team purpose statement to recruit, reflecting on your IET goals and refining as needed, and lastly, considering the learner experience in your design. We will talk more about these in the breakout rooms but before we do that let's take a simple poll.

- J. **Slide 10 – Poll: Team Activity:** We'd like to hear which team activity you tackled since we last met?

1. I/We thought about our IET Design Team.
2. I/We reflected on our existing IET Program Goals.
3. I/We discussed the learner experience.
4. I/We tackled two or more activities.
5. I/We didn't get to the team activity this week.

- K. **Slide 11 – Individual Assignment:** Quick reminder, which we'll share again in the breakout groups – our next training session is [ENTER DATE/TIME]. Before then, look at Phase 3 of the Toolkit, which focuses on developing and implementing an IET program.

- L. **SLIDE 12 – Cohort Discussion #2, Design and Plan Introduction:** Explain that cohorts will break out and meet to discuss the Design and Plan Phase.

FACILITATORS: [If virtual] Place yourself in the correct breakout room according to your training plan.

II. Cohort Breakout Discussion #2, Design and Plan (60-65 minutes)

- A. Welcome from cohort facilitator
- B. Confirm focus of today’s cohort discussion in the Design and Plan phase of IET development.
- Which team activity did you choose?
 - What did you learn?
 - What questions did it raise for you?
- C. Discussion
1. Address each of the topics/questions, drawing in peer contributions whenever possible.
 2. As appropriate, continue discussion of topics from Cohort Meeting #1, which focused on Phase 1: Research and Assess. Be sure to address any outstanding concerns/questions from the last meeting.
 3. If needed, raise these additional discussion questions:
 - What approaches do you currently take to supporting the learner experience during your IET programs?
 - Which part of the learner experience works best for you right now?
 - Which parts would you like to improve?
 - How has the training and team activity impacted the way you think about IET program goals?
- D. Close
1. Remind everyone about individual assignment for Phase 3.
 - Read Section 3.0 Develop and Implement in the IET Toolkit.
 - Review the IET Planning Tool and all desk aids for the section.
 - Take notes and write down your questions about the Develop and Implement phase in your Participant Guide.
 2. Remind everyone of next call on [ENTER DATE AND TIME] – Phase 3: Develop and Implement.
 3. Thank participants and end session (no need to return to the main room).