

Virtual faculty development session planning tool

Topic:

Date:

Curriculum Developer:

Discussion leaders:

Checklist of what to prepare:

- Learning objectives
- PowerPoint or similar topic summary. Include CME information slide if needed.
- Additional assignments or resources—websites, articles
- Instructions for any pre-work reflection or case presentation
- Agenda
- Check-in question for the group
- Interactive exercise for the WebEx session
- Session evaluation (if not done by CME department)

1. Prework. Send email two weeks before session with:

- First five items above
- Copy of ground rules

2. Set up your video meeting

- Schedule meeting, send invitations
- Review your own use of technology: how to access, move between functions, share content (screen, video, websites), use meeting tools

3. Leading the session

- Start with check-in. Introductions of guests, brief icebreaker or update question. Note attendance.
- Refer to ground rules if needed. May want to put them on a whiteboard every meeting. (Remind people not to multitask.)
- Share agenda on-screen.
- Lead discussion on topic. Prompt with an interactive question or exercise which requires all participants to use the pre-work info to solve a problem or answer a question. Make sure you hear from everyone.
 - Second facilitator: keep track of who may need to be prompted to participate. Trouble-shoot tech issues.
- Leave 10 minutes at end to review learning objectives and discuss next session topic. Clarify any action items that arose and make sure they're assigned to a specific person with an expected completion date.

4. Followup

- Send evaluation within 24 hours (may be done by CME department)
- If any projects or tasks arose from the discussion, send summary emails.