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.