Disarm · Discover · Dream · Design · Deliver · Don't Settle
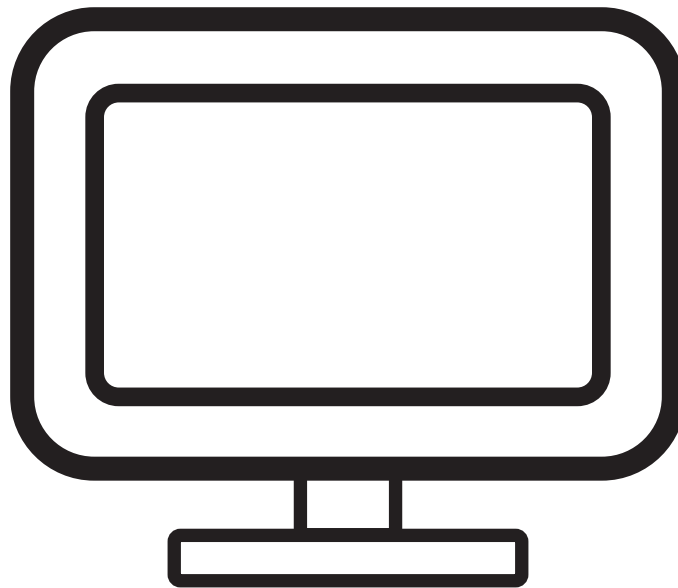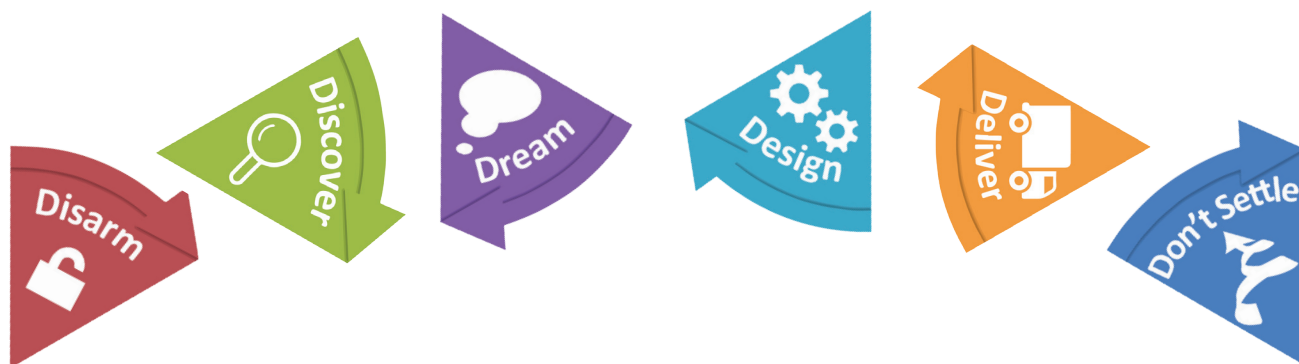
WEBINAR FACILITATION GUIDE

The FREE Appreciative Education in Action webinars hosted by the Office of Appreciative Education at Florida Atlantic University are a great way to provide high quality professional development for your organization. To help your team get the most from these webinars, we are sharing some suggested reflective questions that host facilitators can use to debrief the webinars. We have organized the questions by each of the six phases of Appreciative Education. Please feel free to select the questions that you feel will best serve the needs of your organization. To help host facilitators select which webinar(s) might best meet the needs of their organization, the webinar topics are classified into three categories found in the Appendix.

All OAE recorded webinars are free and available at fau.edu/oae

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RECOMMENDED FACILITATION INSTRUCTIONS

Note: This guide is meant as an aid for those facilitating online discussions with your team based on OAE webinars. Feel free to modify as appropriate.

PRE-WEBINAR (~5 MINUTES)

- Clarify the expectations of participants prior to the event. For example, clarify if you expect participants to have watched the webinar prior to the meeting.
- As participants join the waiting room, use the waiting room chat to welcome them, inform them when they will be let into the main session, and a point of contact for any technical issues
  - Example: Welcome everyone, we're so glad you can join us today! XYZ Presentation will open in just a few minutes. If you experience any technical difficulties, please contact us at email@email.com

INTRODUCTION/WELCOMING SLIDE (~5 MINUTES)

- Once the main session opens, encourage participants to engage either by unmuting/turning cameras on and talking to one another directly or via the chat.
- Ask participants to introduce themselves and to share what they hope to learn during this session.

DISCUSSION

- Share with the group the 'outline' for the session, including expectations for how people will be asked to participate and how long the session will last.
- Select questions from the Debriefing Questions listed below that you feel might be most appropriate for your audience.
- Use a combination of large group and breakout rooms to allow participants to engage in conversations with each other in different formats.
  - Make sure you post the questions in the chat before sending participants into breakout rooms.

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REFLECTIVE QUESTIONS FOR WEBINARS

DISARM

1. What were your top three takeaways from this webinar?

2. What change are you inspired to make after watching this webinar?

3. What aspect of your Personal Practical Theory of being an effective higher education professional was most influenced by what you learned in this webinar?

4. What are your overall thoughts on the topic of this webinar? Are you surprised how you feel?
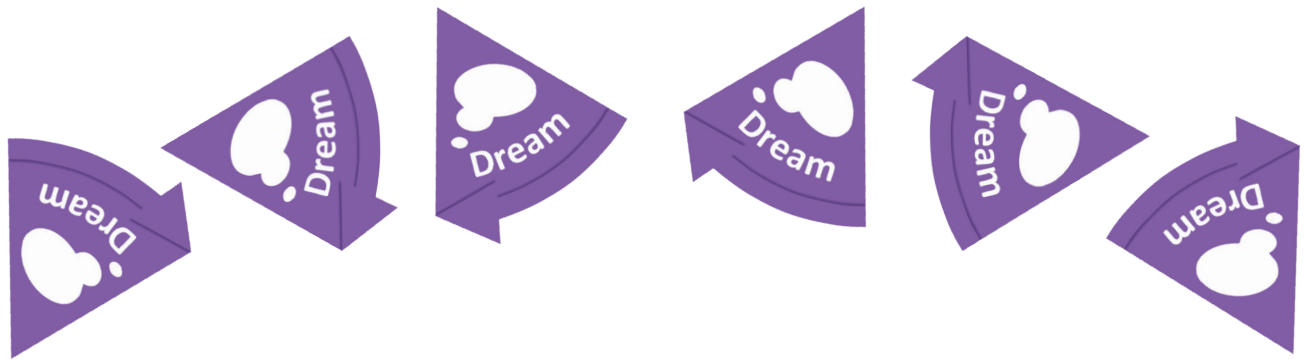
REFLECTIVE QUESTIONS FOR WEBINARS

DISCOVER

1. What is something you learned from this webinar that plays to your strengths? Or, what is something you learned that can help you address one of your weaknesses?

2. What is one thing you learned by watching this webinar that could help you be more effective in your work?

3. What is one topic discussed in the webinar that you would like to learn more about? How do you plan to learn more about the topic?

4. How is the webinar's topic congruent/incongruent with your own experiences?
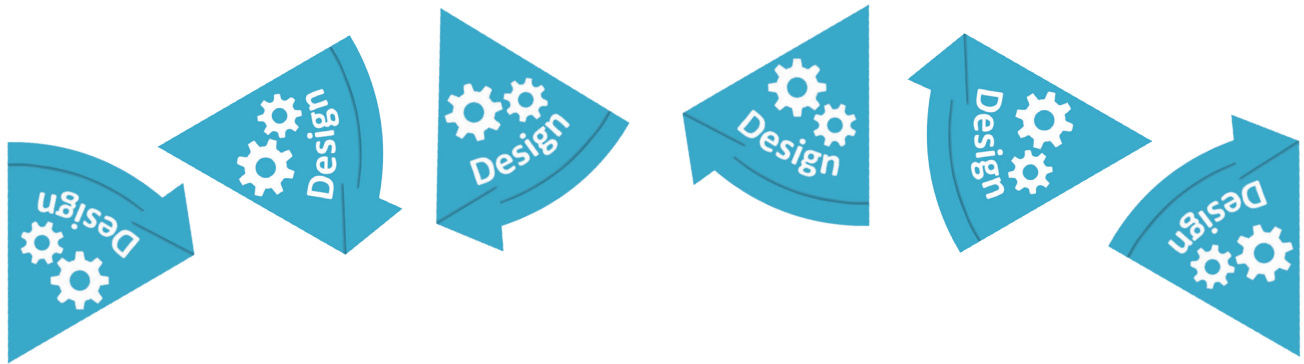
REFLECTIVE QUESTIONS FOR WEBINARS

DREAM

1. What did you learn in the webinar that will help you achieve your career goals?

2. Where do you see yourself 5-10 years from now? What piece of information from the webinar do you anticipate will be most helpful to you 5-10 years from now?

3. What skills related to the webinar's topic would you like to develop? What will be your first step toward acquiring that skill?

4. How might you use what you learned in the webinar to further your own success and/or the success of your students?

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REFLECTIVE QUESTIONS FOR WEBINARS

DESIGN

1. Who in your professional circle might find it helpful to watch this webinar? Why?

2. What support systems do you have that might be helpful in terms of implementing what you learned in today's webinar?

3. What is the very first step you can take to implement what you have learned in this webinar?

4. What from today's session "fits" with your goals and who you are? What does not fit?

REFLECTIVE QUESTIONS FOR WEBINARS

DELIVER

1. Have you ever run into roadblocks when trying to implement something that you have learned in a webinar or at a conference? How did you overcome those obstacles? How may you use that information to implement what you learned in the webinar today?

2. What might you be able to put into action based on what you learned today?

3. What resources do you currently work with/have that could help you implement what you have learned? What additional resources might you need?

4. If you were to summarize in one sentence what you learned today, how would you do so?

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REFLECTIVE QUESTIONS FOR WEBINARS

DON'T SETTLE

1. How can you use what you learned in this webinar to intentionally challenge yourself to be better?

2. How might you change your practice based on what you learned today? How will you hold yourself accountable to that change?

3. If you had the opportunity to present a webinar, what topic would you select?

4. If you were to make a suggestion to the presenter(s) about how to make this webinar even better, what would your suggestion be?

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WEBINARS CATEGORIZED BY TRACK

TARGETED SUPPORT

- **Personal Support** - Webinars that increase the personal development and advancement of viewers
- **Administrative Support** - Webinars designed to inform Administrators about practices and procedures
- **Student Support** - Webinars that focus on specifically supporting students

ADVISING COMPETENCIES

- **Conceptual** - Provides the context for the delivery of academic advising. It covers the ideas and theories that advisors must understand to effectively advise their students.
- **Relational** - Provides the skills that enable academic advisors to convey the concepts and information from the other two components to their advisees.
- **Informational** - Provides the substance of academic advising. It covers the knowledge advisors must gain to be able to guide the students at their institution.

EMPLOYEE POSITIONS

- **Advisors/Coaches/Coordinators** - Webinars that inform advising practices and skill building
- **Faculty** - Webinars that highlight the research and scholarship of Appreciative Education
- **Administration** - Webinars for administrators and focus on administrative skills/practices.

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WEBINAR TOPICS BY CATEGORY

Targeted Support

- Appreciative Mindfulness
- Chronic Uncertainty: How to Approach the Future When It Is Anything But Certain
- Have You Ever Thought About Pursuing a Doctorate?
- Leveraging the Thriving and Appreciative Education Frameworks to Support Student and Workplace Well-Being & Engagement
- Powering Appreciative Advising with Artificial Intelligence
- Stay Centered Amidst The Chaos: Developing a Practice of Resilience Through Appreciative Strategy
- The Cup of Life: Strategies to Empower & Refuel your Work

WEBINAR TOPICS BY CATEGORY

Targeted Support

ADMINISTRATIVE SUPPORT - Webinars designed to inform Administrators about practices and procedures

- A Celebration of Recent Scholarship on Appreciative Education
- Applying Appreciative Assessment in Student Affairs
- Appreciative Administration: Putting the Appreciative Education Theory-to-Practice Framework into Action
- Appreciative Advising in the Community College
- Appreciative Onboarding: Utilizing Appreciative Education in Onboarding Practices
- Becoming an Appreciative Campus Case Study: Pine Technical & Community College
- Building and Delivering a Shared Vision: A Story of Transformation Using Appreciative Education
- Co-Designing an Appreciative Onboarding Process
- Innovations in Appreciative Education: A Journal of Appreciative Education Special Issue
- People Before Process: Using Generative Questions to Create Quality Moments with Teams Through COVID-19
- Utilizing Appreciative Administration Skills in Supervision and Staff Interactions
- Utilizing the Appreciative Advising Framework in Implementing "Case Management" within Academic Advising

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WEBINAR TOPICS BY CATEGORY

Targeted Support

- An Appreciative Advising Approach to Working with TRIO Students
- Appreciative Academic Intervention
- Appreciative Advising in the COVID-19 Era: A Concierge Service for the Future of Online Learning
- Appreciative Advising in the COVID-19 Era: How to Optimize Virtual Student Interactions
- Appreciative Career Peer Mentorship: From Professional Development to Impacting the Student Experience
- Appreciative Mentoring
- Appreciative Service Learning
- Appreciatively Supporting Peer Leaders Online
- Energizing your Work through Appreciative Advising
- Engaging Students with the Appreciative Advising Dream Phase
- How to Ace your Virtual Advising Appointments
- How to Become a Mental Health Ally and a More Holistic Advisor in the Process
- Taking an Appreciative Advising Approach to Working with Student-Athletes
- The Higher Ed Positive Pivot: Voices from the Field on How Educators are Innovatively Supporting Students in Today's World
- Powering Appreciative Advising with Artificial Intelligence
- Using Appreciative Strategies to Connect with Students Quickly

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WEBINAR TOPICS BY CATEGORY

Advising Competencies

CONCEPTUAL - Provides the context for the delivery of academic advising. It covers the ideas and theories that advisors must understand to effectively advise their students.

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- Appreciative Academic Intervention
- Appreciative Administration: Putting the Appreciative Education Theory-to-Practice Framework into Action
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WEBINAR TOPICS BY CATEGORY

Advising Competencies

RELATIONAL - Provides the skills that enable academic advisors to convey the concepts and information from the other two components to their advisees.

- An Appreciative Advising Approach to Working with TRIO Students
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- Utilizing Appreciative Administration Skills in Supervision and Staff Interactions

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WEBINAR TOPICS BY CATEGORY

Advising Competencies

INFORMATIONAL - Provides the substance of academic advising. It covers the knowledge advisors must gain to be able to guide the students at their institution.

- Applying Appreciative Assessment in Student Affairs
- Appreciative Advising in the COVID-19 Era: A Concierge Service for the Future of Online Learning
- Appreciative Advising in the COVID-19 Era: How to Optimize Virtual Student Interactions
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- Powering Appreciative Advising with Artificial Intelligence
- Utilizing the Appreciative Advising Framework in Implementing "Case Management" within Academic Advising

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WEBINAR TOPICS BY CATEGORY

Employee Position

ADVISORS/COACHES/COORDINATORS - Webinars that inform advising practices and skill building.

- An Appreciative Advising Approach to Working with TRIO Students
- Appreciative Academic Intervention
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WEBINAR TOPICS BY CATEGORY

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ADMINISTRATION - Webinars for administrators and focus on administrative skills/practices.

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- Appreciative Administration: Putting the Appreciative Education Theory-to-Practice Framework into Action
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