



## Facilitator Notes

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Please complete this form with your partner right after each session. We only need one form per team. It is important that we receive it within a day or two after each session. Please note that there are session specific questions on page 2. Once complete, please save a copy for yourself and email a copy to John\_Landesman@mcpsmd.org.

The goals of this form are to:

1. Help you keep track of issues and group dynamics from session to session,
2. Help us understand how your study circle is working, and
3. See connections between different study circle groups and schools.

Facilitators

Study Circle (school)

Session #

1. Who was absent today? Do you think they need a phone call to check in? Please excel list after each session.
2. Does everyone seem to be participating? Are some people quiet or some dominant? Do the participants who do not speak English seem engaged? Are there any changes in the way people are participating? Do you need to do anything differently?
3. Did the activities meet their goals? Were there any challenges?
4. What did the participants say went well this session? What changes did they suggest? Do you need to do anything differently? Please explain...

5. Please write down any comments and issues that stood out to you. It may be helpful in future sessions to remind participants of what they said earlier.
6. List any emerging themes.
7. Please write down stories, anecdotes, or experiences that you or the other participants found meaningful. (These stories are very important to give context to the barriers and action steps later on).
8. What were your challenges in facilitating this session? Was there anything that concerning you most? About group dynamics? Logistics? Study Circles? Please explain...
9. For our check-in: What issues would you like for us to follow-up with you?
10. Anything else you would like to tell us?

**Session Specific Questions:**

11. Session 3 – How did the participants react to the skin color activity?
12. Session 4 – How did the participants react to the data? Did anyone seem surprised?
13. Session 4 – List of Issues
14. Session 5 – Vision
15. Session 5 -- Prioritized Issues and top action ideas
16. Session 6 – Please submit the Action Worksheet from each group in Word Document (we will provide it to you).