

PRE-CONFERENCE SESSIONS - San Antonio Virtual Facilitation Learning

RA: To engage people in the experience of virtual facilitation sessions using 2 or more tools; Match mentors with mentees to design to increase network capacity in virtual facilitation.

EA: Fun, interactive, empowering for the participants; Accessible and fearless learning with caring colleagues

Offer three January, 2011 sessions prior the Annual Meeting in San Antonio:

- a. Require two meeting attendance for registered participants
- b. Sessions use one ToP methods
- c. Conduct a Sandbox prior to each
- d. Design attendance tracking module
 - a) Elluminate –Wayne Nelson/Jo Nelson/Catherine Tornbom
 - b) Adobe Connect – Cheryl Kartes, Irina Fursman, Ester Mae Cox, Sunny Walker, Kathy McGrane, Mary Flanagan, Linda Alton, Tamyra Freeman, Eunice Shankland – EMC to ask for volunteers from among those licensed
 - c) Mindjet Manager - Jerry Mings, Sheila LeGeros

January: All completed 1-2 weeks prior to ToP Network Annual Meeting

November-December: Assignment (invitation and self-select)

Development of sessions by the session leaders

October: Get Schedule set up for who/what/when

Pre-conferences sessions organization - timeline, end-of session survey data collection, registration, tracking participation (Schedule & Register (RSVP) with TTN Groupsite), Minimum equipment needs (Insist on headset with mic) - Catherine Tornbom & Cheryl Kartes (recruit others as needed)

Friday night session design - Sue Laxdal & Ester Mae Cox (recruit others as needed)

Tabulation of Data (Sue and Ester Mae take lead) – Tabulate data from each session that can used as data in Focus Conversation in Friday night session

Share design with whole team at the October 7 all-team quarterly meeting

September: Draft process design – get feedback from team on September 22 – finalize design

CONFERENCE VIRTUAL F2F PLENARY = FRIDAY NIGHT

RA: Face-to-face in-depth interaction for serious reflection and learning; Increase neural pathways leading to "knowing" numerous ways to use ToP and VF together

EA: Believing that ToP methods and virtual events are a happy marriage; Experience being part of a large collegial support system; Fun and energizing!

1. Context: Purpose, presenters, process, and virtual Team practitioners. 15 minutes
Generate Questions from participants: have everyone write their questions on index cards, facilitators group them, answered in 2nd half by panel.
2. Conversation debriefing of the data collected from survey instrument following each of the pre-conference sessions – Also add graphic of screen from each session to help people

remember them – This collected data (on sticky wall and/or handout) is context and O level data for focused conversation – 45 minutes

Ask for the questions on index cards again.

3. Energizer - 5 minutes

4. Experiential sharing of by a panel of VC members with translation capacity (stories):

Moderator: Ester Mae;

Possible panelists: Sheila, Kathy (how she started on this - inspirational), Irina (as one of the youngest), Catherine, Jo, & Jerry Mings. Panel may have specific assignments and will be asked to answer the questions posed on index cards. Don't have to know every answer! If a participant knows they get to respond. 40 minutes

5. Reflection - 15 minutes Sue

ASYNCHRONOUS SUPPORT:

1. POS present Best Practices/Principles on TTN Groupsite - to point everyone to it. (Great way to integrate our different virtual modules) portion to our work.
2. Equipment List on GroupSite
3. Calendar dates and registration and RSVP posted to TTN Groupsite

REQUIREMENTS:

1. Register for the ToP Network Annual meeting by January 2
2. For people who want to participate in the Virtual Meeting, but are not planning to attend the annual meeting would be a fee of \$25.
3. Meet the "minimum equipment standards."
4. If attending the annual meeting, commit to participate in both the virtual meeting and F2F on Friday evening.

ACTION LIST:

- 1) Report to Mary Flanagan that we will take responsibility for the virtual session fees, if any
- 2) Develop "minimum equipment standards" list
- 3) POS Best Practices – Get posted on TTN GroupSite to point people toward – Lists generated by Jam Sessions completed by October 1
- 4) Recruit presenters for sessions by October 1 – Ester Mae (report to Catherine and Cheryl)