OREGON’S TRANSFORMATIVE SOCIAL AND EMOTIONAL LEARNING

**Facilitator Preparation Instructions**

These instructions ensure facilitators are well-prepared to lead the workshop effectively. They provide a clear overview of facilitator materials and setup instructions. Facilitators should review the instructions thoroughly, customize them as needed and address any questions or support requests before the session.

**Materials**

Organize materials to ensure smooth delivery and support participant engagement. Familiarize yourself with the materials and adapt them to meet audience needs. All participants will need a binder organized by session. This binder should contain the following documents in the following order:

* Opening Session
  + Getting to Know Each Other Instructions
  + How SEL Supports Priorities
  + Participant Agenda and Workshop Goals
  + Community Norms Instructions
* Session 1
  + Jigsaw Activity Instructions
  + Oregon’s Transformative SEL Framework & Standards
  + Gallery Walk Instructions
  + Inner and Outer Masks Instructions
  + Inner and Outer Masks Trifold
* Session 2
  + Introspection Activity Instructions
  + AIR Introspection Tool
* Session 3
  + Content-Aligned Teacher’s Guides
  + Lesson Spark Tool
  + Schoolwide and Systemic Implementation Guide
* Session 4
  + SEL 3 Signature Practices
  + Transformative SEL Scenarios
* Session 5
  + Structures of Support Instructions
  + Structures of Support Trifold
  + Action Planning Instructions
  + Action Planning Trifold
* Closing Session
  + Head, Heart, Hand Reflection Instructions

In addition to the participant binders, the facilitator materials include all the resources needed to lead the session, including:

* + Sign-in sheets
  + Chart paper
  + Cardstock (1 per participant)
  + Markers
  + Pens
  + Post-it notes
  + Participant Transformative SEL binders
  + MetaFox Cards
  + Name stickers
  + Clock / time-keeping device
  + Fidgets

**Room Setup**

The setup instructions outline the steps to prepare the session space and materials. Preparation includes arranging the physical or virtual environment, testing technology and organizing participant resources. These steps ensure a smooth, professional session start, creating a welcoming and effective learning atmosphere.

1. Arrange tables and chairs for grouping
   * Set up tables to accommodate small groups.
   * Space tables to allow easy movement between groups.

2. Create clear walkways

* + Leave ample space between tables and along the room’s perimeter for ease of movement.
  + Ensure walkways are wide enough to prevent congestion during activities like gallery walks.

3. Prepare wall space for chart paper

* + Identify walls with sufficient open space for hanging chart paper.
  + Ensure these areas are easily accessible for participants during the gallery walk.
  + Avoid placing materials near light switches, outlets or other obstructions.

4. Set up presentation area

* + Position a facilitator’s table or podium near the front with access to technology (e.g., projector, laptop).
  + Ensure the screen or board is visible from all participant tables.

5. Distribute participant materials

* + Place binders, markers and other materials at each table.
  + Provide extra materials at a designated resource station for easy access.

6. Test technology and equipment

* + Check all devices (projector, microphones, speakers) to ensure functionality.
  + Confirm any video or audio content plays correctly.

7. Prepare additional support materials

* + Hang premade charts or visual aids around the room as needed.
  + Set up a participant supplies table with Post-t notes, pens, and tape.

8. Conduct a final walkthrough

* + Walk through the room to ensure all areas are accessible and functional.
  + Make any necessary adjustments to improve flow and accessibility.