

## Facilitator Basic Guide:

**Overview:** This guide is for both the New Frontiers (NF) member teaching a class or a NF member who is assisting a guest presenter (Facilitator for Guest Presenter - FGP). The FGP will be at the beginning of items specific to that role. The facilitator role is to assist the guest presenter as a representative of New Frontiers (NF). This includes contacting them before the class, assuring them you understand what they need in the classroom, giving them directions on how to get to the venue if they are first-time guest presenters and how to get to the classroom, assisting them with setting up their equipment and introducing them to the class. This handout will cover basics. More detail is in the Facilitators Handbook, which is located in the toolbox on NFLL Website ([newfrontiers.mesacc.edu](http://newfrontiers.mesacc.edu)).

As a facilitator, you are a member of the Curriculum Committee, and should attend the meetings, particularly the early Fall and Spring (usually the 2<sup>nd</sup> Thursday of August and January), for facilitator training and progress of Curriculum issues and updates. You also need to attend Open house to share about the class you are facilitating. A half page handout describing class is very helpful at Open House.

### Prior to Open House:

- **FGP-**Once you volunteer to help facilitate a class, the Facilitator Coordinator will send you the class proposal with the class summary, presenter name, contact info and bio. Contact the presenter, introduce yourself, provide your contact information and explain your role. Review their classroom needs (microphone, jump drive for presentation, handouts), parking and classroom location. Laptops are discouraged, but if the presenter requires it, they need to bring a VGA adapter to connect the laptop to the classroom equipment. If they are unfamiliar with the campus or class location, send them a map (in facilitator toolbox) which shows the building location and parking. Invite them to Open House. Let the Open House Coordinator, Nancy Spence, know as soon as possible whether you and your guest presenter will be attending Open House so adequate seating can be provided for both of you. If the presenter represents a business or service, let them know they can leave their business cards at the back of the room for after-class pick-up. Send them a Non-Solicitation Agreement form to sign and return to you. (on NFLL website under Classes and in the facilitator tools section). The signed form can be given to Curriculum Chair.

### Prior to First Class:

- **Obtaining login information:** If you are a new facilitator, you will need to set up a password for your MEID (this is combination of first 3 letters of your name followed by numbers on the upper right-hand corner of your MCC student ID card. Call the Help Desk at 480-461-7217 or email [helpcenter@mesacc.edu](mailto:helpcenter@mesacc.edu). Link to tech support is <https://www.mesacc.edu/departments/business-information-systems/technical-support-helpcenter>. This will be used for logging into the classroom computer system in the classrooms.
- **Classroom:** If you are unfamiliar with the classroom assigned to your class and/or need assistance with the audio/video equipment, call and set up an appointment with the Computer Technical Services prior to the class. (Dobson—480-461-7217) (Red Mt.—480-654-7705). They can coach you on logging in and how to use the equipment. If you need a microphone, reserve and pick up from Red Mt.- Neva Hansen (DW 136-B, Ph: 480-461-6330) or Dobson -Tanya Smith (LBII Rm 310, Ph: 480-461-7748). Sometimes the Technical Services can provide a microphone for the classroom. Microphones are usually only available for larger classrooms. In the BP large classrooms on Dobson campus, the microphones can be checked out from the office in the building (BP101). An illustrated “Podium Operation Guide” is available on the NFLL website facilitator’s toolbox, along with a “Training Podium Video”. Be sure you see where the jump drive outlet is located on the classroom equipment and you know how to use the microphone and turn up the volume and how to put the screen up and down.

- **FGP-Gift** - Be sure you obtain a Thank You card and gift for the presenter from Patty O'Brien, the Gifts Coordinator, for each class you are facilitating. Patty usually distributes the gifts and Thank You cards at the August and January Curriculum meetings and at the Open House. Otherwise contact Patty to make arrangements to meet and pick up the gift(s).
- **List of participants:** Prior to the class, the gatekeeper assigned to your class will let you know who is signed up along with their contact information (guest presenter does not, nor should they, receive this information). The gatekeeper reminds the participants of the class they are signed up for and prompts them to call the facilitator, if unable to attend. If the class participant doesn't have an email address, the facilitator is responsible for calling those participants to remind them they are registered for the class. Let the gatekeeper know of those unable to attend so someone from the waitlist can be notified to attend the class. A few days before the class, the gatekeeper sends you the class Sign-In form.

#### **Day of Class:**

- Important things to bring:
  - The Sign-In sheet and a pen or two, sign for the door and tape
  - Your lanyard and name tag
  - Your login information (MEID and password)
  - Emergency numbers (it's useful to bring this form and the Podium Operation Guide)
  - FGP- The class proposal and/or guest presenter introduction
  - FGP -Gift and completed Thank You card
  - FGP -An extra bottle of water for the presenter
- Arrive early to help the presenter and/or yourself get organized, login to the computer system and get the presentation started to assure yourself there are no glitches. If you have any problems, call Technical Services by selecting the HelpCenter button on the classroom phone.
- If the classroom is locked, call MCC public Safety (Dobson-480-461-7046, Red Mtn – 480-654-7257). If there is a change in classroom, put signs up on the door of the original room and on the door of the newly assigned room. (take down after the class). Doors typically unlock 15-20 min prior to class time.
- Set out the Sign-In list by door and greet members if you can.
- At the assigned class time, welcome everyone and introduce the guest speaker.
- FGP -When the presentation is over, present the guest speaker with the gift and thank them.

**After the Class:** Remove the signs, log off the computer and turn off the projector, retrieve the jump drive and, if needed, return the microphone to the office.

**Later:** Report the number of people who attended and the length of the class (if series, report at the end of the class) to the Curriculum Statistics officer, Ann Bloxam.

**At end of semester:** Track your volunteer time – meetings, travel time, preparation time and time facilitating classes. Report the total number of hours to the Statistics officer, Ann Bloxam.

#### **Other Business:**

**Class Proposals:** if You have ideas or presenters for a class, use the class proposal form on NFLL website under Classes tab. This form should be filled in completely, including class title, description, date and time of class, campus, amount of time for set up and take down. Deadlines for submission of class proposals are Fall- July 1, Spring- November 1 and Summer- April 15. Early submission is greatly appreciated.

**Copying handouts:** Copy Centers Dobson – Academic Support Building (AS4), Red Mtn – Desert Willow. You can request copies on line, attaching your handout and pick up at the facility you list under comments. You will need MEID & PW to request. Link is <https://www.mesacc.edu/employees/copy-center/copy-requests>