

## Facilitator Basic Guide:

**Overview:** This guide is for both for the New Frontiers (NF) member teaching a class or a NF member who is assisting a guest presenter (Facilitator for Guest Presenter (FGP)).

**Role:** The facilitator assists the guest presenter as a representative of New Frontiers (NF), including contact before the class, providing directions to venue, their needs in classroom, assisting them with setting up equipment, and introducing them to their class. This handout will cover basics. More detail is in Facilitators Handbook on the NF Website: <https://newfrontiers.mesacc.edu/Class-Fac-Toolbox.html>.

Facilitators, as members of the Curriculum Committee should attend early Fall and Spring (usually September and January) meetings for facilitator training and updates of Curriculum issues. You also need to attend Open house to share about the class you are facilitating.

### 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, flash 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. Notify Open House Coordinator: Nancy Spence, 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 and that soliciting for their business/product during the class is not permitted. Send them a “Non-Solicitation Agreement” form to sign and return to you prior to the class. (on NFLL website under Classes and in the facilitator toolbox section). Give the signed form to the Curriculum Chair: Ruth Brooks [rrbrooks93@gmail.com](mailto:rrbrooks93@gmail.com).

### 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 for appointment with the Computer Technical Services prior to the class. (Dobson—480-461-7217) (Red Mt.—480-654-7705) for coaching, 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: 480-461-7746). 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 locate the flash drive outlet located on the podium; know how to use the microphone and turn up the volume; and locate button on putting 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, September 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 e-mail list of attendees, with contact information. Note, guest presenter does not, nor should they, receive this information.
  - Gatekeeper reminds class attendees to e-mail the facilitator, if unable to attend. If the class attendee doesn't have an e-mail address, the facilitator is responsible for calling those participants to remind them they are registered for the class. Contact the gatekeeper 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 Facilitator the class Sign-In form.

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

- Important things to bring:
  - The Sign-In sheet with 1-2 pens, sign for the door, and tape
  - NF lanyard with name tag
  - Login information, i.e. MEID and password
  - Emergency School numbers and 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. 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 the Sign-In list by door and greet members, if possible.
- At the assigned class time, welcome everyone and introduce yourself and the guest speaker reminding people to sign the sign in sheet.
- FGP -When the presentation is over, present the guest speaker with the gift, card and thank them.

#### **After the Class:**

- Remove signs, log off computer and turn off projector, retrieve flash drive and, if applicable, return the microphone to the office.
- **Class Attendance:** report number of people who attended class, and the length of the class (if series, report at the end of the class) to Statistics officer: [AnnBloxam@hotmail.com](mailto:AnnBloxam@hotmail.com).
- **At End of Semester:** Track your volunteer time, e.g. meetings, travel time, class preparation and time facilitating classes. Report the total number of hours to Statistics officer: [AnnBloxam@hotmail.com](mailto:AnnBloxam@hotmail.com).

#### **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>. You can also go to copy center to fill out the online form and often the staff will assist you.