



Center for Leadership & Educational Equity

What Do Facilitators, Presenters, and Participants Do in a Protocol?

Developed by educators in the field. Compiled by Frances Hensley and Connie Parrish, 2013.

The following are some of the responsibilities of a facilitator, participant, and presenter in a protocol. By performing these roles thoughtfully, each of us can contribute to the success of a protocol. This is not meant to be a definitive list but rather a document to support thinking and planning as you prepare to take part in a protocol.

Note: See Developing an Understanding of the roles of the Roles of Facilitator, Presenter, and Participant for activities to support a group in developing its own list of roles and responsibilities.

What Does a Facilitator Do?

- Arrange for and lead a pre-conference with the presenter.
- Listen carefully and openly to the presenter during the pre-conference. Help the presenter develop a focus and gain clarity on the type of feedback desired. Work with the presenter to select an appropriate protocol and determine work samples (if needed).
- Become familiar with the agreed to protocol prior to session.
- Keep in mind the presenter's purpose or focus for bringing the work.
- Remind the group of the norms and use them to support the protocol.
- Advocate for the presenter to receive the feedback or assistance they have requested.
- Keep an eye on the time or invite another participant to help with time keeping.
- Engage all participants in the protocol. It's often helpful to review the protocol at the beginning so that everyone, and not only the facilitator, can support staying on track.
- Participate in the protocol as appropriate.
- Redirect or interrupt tactfully if the protocol is not being honored.
- Trust the protocol.
- Remind the group that when the work is returned to the presenter the discussion ends and no more feedback is offered.
- Lead the debrief phase of the protocol to focus on the process. What went well? What was challenging? What do we need to keep in mind to make the next protocol session successful? Also, attend to what was learned by the participants in addition to the presenter.

What Does a Presenter Do?

- Consider what work you will bring, why you are bringing it, and what you hope to gain.
- During the pre-conference, work with the facilitator to gain clarity on your focus or purpose for bringing work, finalize your question, select the protocol, and decide upon work samples.
- Become familiar with the protocol prior to beginning.
- Prepare for presentation of the context and background of the work and the focusing question or purpose by making notes of what might be most helpful to share. Prepare for a 5-7 minute presentation.
- Listen carefully and openly to feedback. Take notes. Breathe.
- Trust the protocol and the facilitator to guide the protocol.
- During the reflection, share aloud ideas, wonderings, and issues that came up during the protocol that were particularly interesting.

What Does a Participant Do?

- At the beginning of the session, review the protocol with the facilitator.
- Trust the protocol and the facilitator to guide the protocol.
- Listen carefully and openly to the presenter. Take notes.
- Stay focused on the presenter's purpose or question when giving feedback.
- Participate within the parameters of the protocol.
- Stay mindful of the norms when giving feedback.
- Attend to language, tone, and body language during the protocol.
- Work thoughtfully and diligently to help ensure that the presenter receives the feedback requested and is subsequently successful. (The group will do the same for you when you present your work!)
- Honor that when the work is returned to the presenter the discussion ends and no more feedback is offered.