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## CE EDUCATOR'S TOOLKIT

# 5 Tips for Creating an Interactive CE Session

### MIND MAPPING (PG. 62-64)

A tool to map out discussion topics based on the central goal(s) of the CE session in order to:

1. Prepare and plan for the flow of the CE session,
2. Prepare facilitation questions,
3. Facilitate small group discussions

### 3 STRATEGIES FOR CREATING A BRAVE SPACE (PG. 66)

1. Identify preferred names: Distribute name tags or ask participants to edit their names on the virtual delivery platform. This ensures facilitators can appropriately address learners
2. Conduct introductions: This encourages participation and information sharing
3. Set ground rules: This cultivates a safe, supportive, and inclusive learning space based on agreed-upon group expectations

### DEBRIEFING METHODS (PG. 115)

1. Formal presentation: Structured mode of delivery to identify main findings from a case-based learning activity
2. Discussion board: Learners post their solutions to an online or in-person discussion board and openly comment on their peers' solutions
3. Informal discussion: Facilitators can use questioning strategies to build on each other's ideas and explain possible solutions to address challenges

### SMALL GROUP LEARNING (PG. 83)

Risk	Mitigation
Learners reluctant to participate	Facilitators can use smaller group sizes for activities and positively reinforce contributions
Imbalanced participation	Provide group activities with different tasks and roles to ensure equal involvement

### FACILITATION TECHNIQUES

1. Write/pair/share: When posed with a question, learners formulate their thinking in writing before engaging in a discussion with a partner. The pair then shares their ideas with the group (Pg. 75)
2. Room arrangement: Use a circular seating arrangement or encourage learners to remain on camera for virtual CPD sessions to promote eye contact among learners and improve engagement (Pg. 75)
3. Moderate discussions: Let learners set the pace of discussions and ask open-ended questions that challenge thinking and raise issues that might need to be considered (Pg. 76 - 77, 111)