



Take a picture  
to view the toolkit

## CE EDUCATOR'S TOOLKIT

# Tips for Integrating IDEA Principles into a CE Session

### CREATING GROUND RULES TO FOSTER AN INCLUSIVE AND SAFE LEARNING ENVIRONMENT

Ground rules can be created prior to a CE session or they can be created in collaboration with learners during a session to develop a shared agreement. The following are some examples of ground rules (Pg. 67):

1. Be respectful of other's ideas and opinions
2. Ensure confidentiality
3. Be careful with humor and sarcasm
4. Critique ideas, not people
5. Be empathetic and considerate of others



### STRATEGIES FOR VIRTUAL DELIVERY

Virtual delivery can increase the accessibility of a CE session. The following are considerations when designing a virtual CE session (Pg. 45):



Provide technology requirements prior to the session

Ensure a second facilitator is available to provide offline technical support

Encourage learners to stay on camera

Provide clear task guidelines for breakout room activities to ensure they are productive and engaging

## IDEA Principles (PG. 38 - 44)

The IDEA principles of inclusion, diversity, equity, and accessibility acknowledge learners' identities, demographics, learning preferences and needs, experiences, and professional backgrounds that should be considered and applied when providing a learning opportunity.

### INCLUSIVITY

Using inclusive and respectful language is an important component of program design

### DIVERSITY

Acknowledging that learners (and facilitators) have diverse lived experiences

### EQUITY

Considering the experiences and needs of vulnerable or marginalized groups

### ACCESSIBILITY

Considering access to network bandwidth and cost for remote areas. Providing materials in formats that are accessible to all.