

# Cohort Discussion #1 Facilitator Guide

## Phase 1: Research and Assess

---

### Introduction

This guide is for facilitators who are hosting the virtual or in-person cohort discussions for Phase 1: Research and Assess in which participants will take a deeper dive into concepts covered in that training session. This guide outlines everything you need to know to facilitate the training, including logistics, training materials, and talking points for each slide or discussion topic. Training teams should a) review this guide and the corresponding training materials (see below) and b) make modifications that align with how you plan to conduct cohort discussions as part of your IET Design Camp.

### Logistics

**Meeting Date:** [ENTER DATE]

**Meeting Time:** [ENTER TIME AND TIME ZONE]

**Estimated Run Time:** 75 minutes [MODIFY TIME AS NEEDED]

**Technical Assistant:** [ENTER TECHNICAL ASSISTANT NAME, IF APPLICABLE]

**Moderator(s):** [ENTER MODERATOR NAME(S)]

### Overview

In their cohorts, teams will discuss the importance of selecting an IET program based on community and learner needs, reflect on their team activities, and share successes and challenges.

### Related Material

**PowerPoint Deck** (For large group discussion only before moving to breakouts):

- *1.C3\_Research\_Assess\_Cohort\_Intro\_PPT.pptx*
- *1.C2\_Research\_Assess\_Cohort\_5 Key Research Areas\_PPT.pptx (optional for cohort breakouts)*

#### **Toolkit Sections Covered in this Content Block**

Research and Assess

- 1.1 Conduct a Needs Assessment
- 1.2 Identify Key Insights from Your Assessment
- 1.3 Brainstorm and Select an IET Program Opportunity

#### **Relevant Desk Aids**

- IET Assess Tool
- Needs Assessment Note-Taking Tool

### Assigned Team Activity from the Training Session

Use the IET Assess Tool to complete the following:

- Draft a preliminary list of key stakeholders for your IET program.
- Identify and assess gaps in your understanding of your community's needs (learners and employers).
- Identify specific actions your team can take to fill in those gaps.

## Cohort Meeting Agenda



75 minutes [MODIFY TIME AS NEEDED]

### I. Cohort #1 Introduction – All cohort participants (10 min.)

[ENTER MODERATOR NAME(S)]

- A. **Slide 1 – Welcome:** Welcome to the first Cohort meeting for the IET Design Camp. Today we'll focus on sharing your experiences, lessons, and questions from the research activities you conducted since we met last.
- B. **Slide 2 – Quick Reminders (if virtual):** Before we get started, here are a few technical reminders to make the best use of our virtual meeting. We'll be using microphones and the chat feature during our discussion, but please keep your microphone muted until you speak to eliminate echoes and background noises while others are speaking. I encourage you to have your Participant Guide handy to take notes and write down questions.
- C. **Slide 3 – Agenda:** Now, on to our agenda for today.
  1. We'll spend just about 5-10 minutes up front in this room together to give an overview of today's session and remind ourselves about the key takeaways from the Research and Assess phase.
  2. We'll also look at the activities you may have conducted to set the stage for today's discussion. After a brief reminder about the reading materials for the next meeting, we'll break into our cohort groups.
- D. **Slide 4 – We Are Here (optional)** A quick reminder of where we are in the design camp overall. As we move through the next phases of IET Design, you may want to revisit some of the ideas from this phase.
- E. **Slide 5 – Key Tasks for Research and Assess Phase:** When we met last, we focused on these three components of the Research and Assess phase:
  1. Conducting a needs assessment
  2. Analyzing results of that assessment
  3. And identifying an IET opportunity
- F. **Slide 6 – Three Key Takeaways:** We discussed the importance of addressing both community and learner needs and reviewed five areas to research to determine the IET appropriate to your community:

We also tried to emphasize that it's okay to keep it simple. These sessions have a lot of information that can be helpful to you assessing your needs, but we know you have limited time and resources. Focusing on elements that will make your IET program viable, feasible, and desirable will help you target your research if you need to do that.
- G. **Slide 7 – Where You've Been – Team Activity:** In preparation for today's discussion, we asked you to think about the stakeholders you currently engage with and those that you would like to engage in with when identifying your IET opportunity. We also asked that you spend some time thinking about the gaps in your understanding of your community's needs—both learners and employers—and to begin thinking about steps to address those gaps.
- H. **Slide 8 – Share Your Thoughts on the Team Activity:** We'd like to hear how you fared with the team activity this week?

- Which of the five pictures above best describes your experience with the team activity this week?
  - (In-person): Have participants raise their hands as you read each emoji number and description.  
(Virtual): Have participants enter the number corresponding to the emoji that applies in the chat window.
  - Ask: Does anyone want to tell us what you picked and why?
- I. **Slide 9 – Individual Assignment:** Quick reminder, which we'll share again in the breakout groups – our next training session is [FILL DATE/TIME]. Before then, please look at Phase 2 of the Toolkit, which focuses on Designing and Planning an IET program.
- J. **Slide 10 – Cohort Discussion #1, Research and Assess:** Explain that cohorts will break out and meet to discuss the Research and Assess Phase.
- FACILITATORS: If virtual: Place yourself in the correct breakout room according to your training plan.

## II. Cohort Discussion #1, Research and Assess (65 min.)

- A. Welcome and brief introduction from cohort breakout facilitator.
- B. Cohort Introductions – Build off Orientation introductions, if applicable
1. One person per team answers the following questions.
    - a. Who is on your team?
    - b. What region of your state are you in?
    - c. Where are you in the IET development process? If you've chosen an industry/occupation, what is it and why did you choose it?
    - d. What question/topic from the Research and Assess phase would you like to discuss with your peers today?
- C. Facilitated Discussion
1. Address each of the topics/questions raised by participants, drawing in peer contributions whenever possible.
  2. If conversation is slow, consider these ideas:
    - a. Ask additional discussion questions, such as the following:
      - Has your team made progress on the team activity that we talked about at the end of the last training session? What challenges have you had? Have you had any aha moments?
      - Has anyone tried creating a 3-sentence elevator pitch for the folks you will talk to in one of the key areas to get them engaged in an IET program?
      - How does the approach discussed in the Research and Assess Phase differ from the approach you currently use to select an IET project? What might you change based on what you've learned about IET so far?
      - Which of the five key research areas we discussed are most challenging for you? What specific challenges have you encountered? What are some strategies to overcome those challenges?
    - b. Refer to *1.C2\_Research\_Assess\_Cohort\_5 Key Research Areas\_PPT.pptx* for additional talking points to spark conversation starters.

- c. Ask if they have started using the IET Assess Tool or the Needs Assessment Note-Taking Tool. You may want to share your screen and discuss how to use it and see if they have any questions.

D. Close

1. Remind everyone about individual assignment for Phase 2:
  - Read Section 2.0 Design and Plan in the IET Toolkit.
  - Review the IET Planning Tool and all desk aids for the section.
  - Take notes and write down your questions about the Design and Plan phase in your Participant Guide.
2. Remind everyone of next call on [ENTER DATE AND TIME] – Phase 2: Design and Plan.
3. Thank participants and end session (no need to return to the main room).