MICHIGAN EPFP
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PROGRAM

Learning Team Flowchart

It is the program's expectation that all fellows will participate as a member of a learning team. And, that each learning team member will engage the entire fellowship cohort in a Learning Team Presentation (presentations will be scheduled into one of five open dates). Fellows in the past have suggested that a single large idea could serve as an "umbrella" organizer for all subsequent components of a presentation. This would also serve as a way of developing a meaningful product that could serve other purposes. Based on our previous experience with the learning team concept, we offer the following flowchart as a guide to aide you in your discussions concerning the topic and logistical steps to take.

1. SELECTING A TOPIC: Is the topic significant enough to develop? Is there common ground around the topic? Is the topic too narrow; not enough to interest a broader audience? What's the key concept to be developed: Is there a model or set of assumptions that can be generated around the topic? Does this topic "light my fire?" What's the learning? Are there sufficient resources available to develop the topic?

2. ORGANIZING: Are there enough fellows interested in this topic? How will you organize the work? Who will develop an outline of the presentation? How will you communicate and on what frequency? What are the group's assets? That is, who can do what? What roles will individual members have for developing & presenting?

3. FORMAT: How & what should you present? Should you have a panel? A speaker? What about handouts? Will there be an activity? Video and/or PPT? Will you need AV equipment? Who will consolidate speaker bios? Who will develop the Web posting to give advance information to the cohort? Will there be a Q&A?

4. LOGISTICS: Is there a team member who can track all the logistics for the team? Who will make copies of handouts? Who will contact speakers and/or panelists? How will they be approached and by whom? Who will write a letter of confirmation?

5. PREPARATION: Has the team scheduled time for review and "rehearsal"? Do all team members have a role to play in the presentation?
REMEMBER: the total time for a presentation is from 1:00-5:00 on the presentation day. Don't forget an agenda for distribution at the session & for the Web site.

6. PRESENTATION: Are all the handouts ready? Has a team member reviewed the logistics beforehand with Brian, Bryan or Dan to assure that appropriate AV needs can be met?   Will the team conduct an evaluation of the session?