

# Facilitator Guide

Script and process for a 60-minute  
roundtable discussion

## Preparation and Materials

As facilitators, please ensure you have a copy of the PowerPoint slide deck (available at [standforeducation.ca](http://standforeducation.ca)) along with the following materials for each discussion table at your session:

- Blank index cards or large sticky notes that are 5 x 8 inches (127mm x 203.2mm), about five notes per participant
- Black markers
- Pens/pencils
- Facilitator Guide
- Stapler(s) or tape to combine the index cards once sorted into columns through the process noted below
- Phone to take pictures of the final set of columns (with symbol cards) that can be e-mailed to [research@ata.ab.ca](mailto:research@ata.ab.ca)
- Symbol cards for the columns (see Appendix)
- Reflecting on the Discussion: Table Facilitator Notes (see Appendix)

The host(s) of the roundtable discussions will be the opening and closing speaker(s), providing a welcome, land acknowledgement, introductions, session objective, guiding question and working assumptions.

Hosts will keep track of the time for each section of the roundtable discussions, and will help to move the groups through each step.

Hosts will ensure that all cards (with column symbol) are gathered at the end of the session, along with the table facilitator notes from Reflecting on the Discussion (see Appendix) for submission to [research@ata.ab.ca](mailto:research@ata.ab.ca).

Below are suggested comments for the host of the event.

## Welcome

**STEP 1.** Welcome and land acknowledgement

**STEP 2.** Introductions of special guests and facilitators

### Specific treaty areas and general land acknowledgement

#### Treaty 6 Land Acknowledgement

The Alberta Teachers' Association acknowledges Treaty 6 territory: the ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteaux, Nakota Sioux, as well as the Métis. We acknowledge the many First Nations, Métis and Inuit peoples whose footsteps have marked these lands for generations, including the many places that you are joining from. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. Our recognition of this land is an act of reconciliation and an expression of our gratitude to those whose territory we reside on or are visiting.

#### Treaty 7 Land Acknowledgement

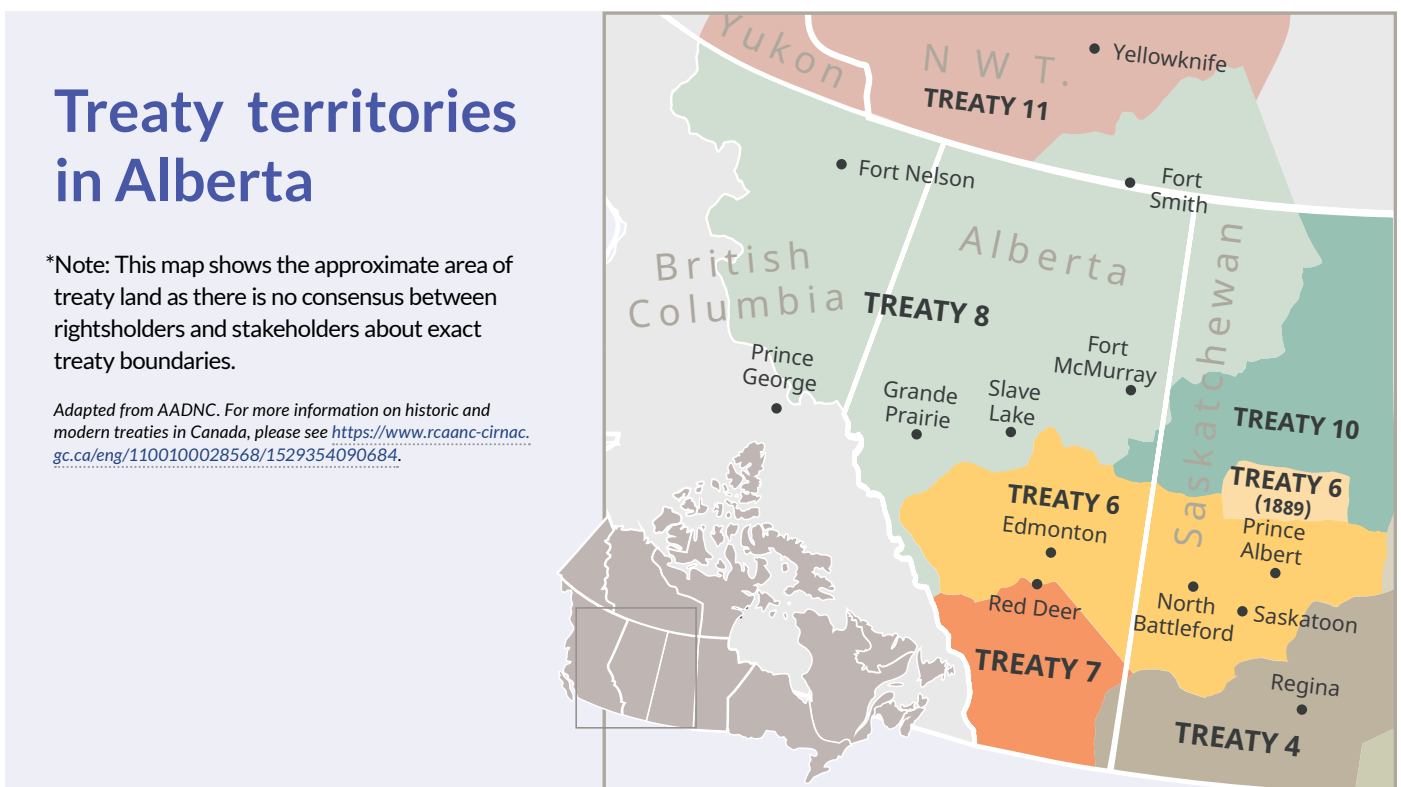
The Alberta Teachers' Association acknowledges the Treaty 7 territory; ancestral and traditional territory of the Blackfoot Confederacy: Kainai, Piikani and Siksika as well as the Tsuu T'ina First Nation, Stoney Nakoda First Nation. We acknowledge the many First Nations, Métis and Inuit peoples whose footsteps have marked these lands for generations, including the many places that you are joining from. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. Our recognition of this land is an act of reconciliation and an expression of our gratitude to those whose territory we reside on or are visiting.

## Treaty 8 Land Acknowledgement

The Alberta Teachers' Association acknowledges Treaty 8 territory: the ancestral and traditional territory of the Cree, Dene, as well as the Métis. We acknowledge the many First Nations, Métis and Inuit peoples whose footsteps have marked these lands for generations, including the many places that you are joining from. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. Our recognition of this land is an act of reconciliation and an expression of our gratitude to those whose territory we reside on or are visiting.

## All Treaty Areas Land Acknowledgement—for virtual workshops (eg, Zoom) where people may be participating from various locations

The Alberta Teachers' Association acknowledges Treaty 4, 6, 7, 8 and 10 territories within Alberta. We acknowledge the many First Nations, Métis and Inuit peoples whose footsteps have marked these lands for generations, including the many places you are joining from today. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. Our recognition of this land is an act of reconciliation and an expression of our gratitude to those whose territory we reside on or are visiting.



## Session Objectives

“ The information gathered today will assist the Association in articulating a hopeful vision for public education in advance of the 2023 provincial election. In Alberta, when we talk about public education, we are referring to public, separate and francophone school authorities. Your wisdom will also help us to identify innovative solutions to the diversity of students’ academic, social, and emotional challenges and needs, not only in pandemic recovery, but also as we move our public education system into the future.

## Guiding Question

“ Today, we are going to ask you the following guiding question:

*What are your hopes for Alberta’s children and our public schools so that they can thrive now and into the future?*

“ This is an essential question for our society during this time of rapid change, and we are looking for your help to generate new ideas, approaches, and proposals for meaningful and hopeful solutions for the future of public education in Alberta.

## Process

“ Our process will include some individual brainstorming followed by your group sorting and organizing your key ideas, after which you will consider and reflect on what you have shared. The table facilitators will be collecting all of the ideas you share, so all of your wisdom will be captured.

## Working Assumptions

“ Our work is guided by three working assumptions:

- Everyone has wisdom in this room.
- We need all of this wisdom for the best results.
- There are no wrong answers.

## Thank you

“ Thank you for coming, and now we turn it over to the table facilitators to guide your discussions.

# Facilitators begin process at each table

(6 to 8 people maximum per table)

## Orientation

5 MINUTES

- STEP 1.** The table facilitator introduces themselves and notes that this next step is about harnessing individual experiences, perceptions, wisdom and creativity. They can reinforce the working assumptions, if necessary: *Everyone has wisdom in this room. We need all of this wisdom for the best results. There are no wrong answers.*
- STEP 2.** The table facilitator notes there will be four steps completed over the next 50 minutes:
- Individual Brainstorming (5 to 10 minutes)
  - Organizing the Ideas (20 minutes)
  - Considering the Big Ideas/Columns (10 minutes)
  - Reflecting on the Discussion (10 Minutes)
- STEP 3.** Each step will be explained as the discussion unfolds.

## Individual Brainstorming

5 TO 10 MINUTES

- STEP 1.** Table facilitator draws attention to the guiding question and checks for understanding:
- What are your hopes for Alberta's children and our public schools so that they can thrive now and into the future?*
- STEP 2.** Individually, participants brainstorm as many considerations as possible.
- STEP 3.** Individually, participants write down their considerations on 5 by 8 poster cards.
- Note:** Facilitator reminds participants to write one idea per poster card—each different idea gets a new card.
- Large letters for easy reading
  - One idea per card
  - Specific and concrete ideas
- STEP 4.** Individuals are asked to draw a star on one (1) of their ideas. They should pick the one they are most passionate about and would like to share with the group.

# Organizing the Ideas

20 MINUTES

## STEP 1. Share

- Everyone in the group takes turns sharing one idea that they are passionate about.
- The group can ask clarifying questions only.

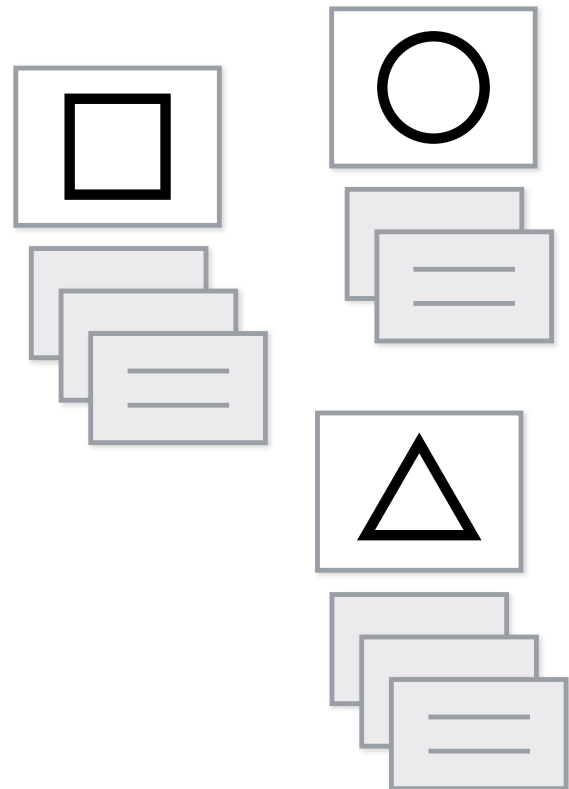
## STEP 2. Gather and Organize Similar Ideas

**Facilitator note:** We are not naming the columns, as this could result in a lengthy process. Instead, we are using different symbol cards to describe each column.

- The table facilitator picks two cards with similar ideas and puts them together in a column. Assign a symbol card to that column without naming the column. Participants who have cards with similar ideas as the first two cards can add their additional cards to the column.
- Pick two additional cards with similar ideas to form a new column. Assign a second symbol card and ensure all the cards from participants with a similar idea are grouped in the new column.
- Continue to group cards with similar ideas until all the similar ideas are organized into columns, each column with its own unique symbol card at the top of the column.
- The card groups should be displayed on the table for each group or, alternatively, on flipcharts or a wall so that participants can read the text.

## STEP 3. Building the Columns

- If any individuals have cards remaining, they will then add them to the column(s).
- All cards (ideas) should now be gathered and organized into different columns.
- Each column will have an assigned symbol card (attached as an appendix to this facilitator's guide).



## Considering the Big Ideas/Columns

10 MINUTES

- As a group, discuss the longest column first—the table facilitator reads all cards in that column.  
*“What is the column about?”*  
*“What key words could be used to describe the column?”*
- The table facilitator writes down the key words suggested by participants to describe the column on the symbol card heading up each column.
- The table facilitator can then ask how it helps to answer the guiding question:  
*“What are your hopes for Alberta’s children and our public schools so that they can thrive now and into the future?”*
- Repeat the process for the remaining columns (no more than 10 minutes for this section).

## Reflecting on the Discussion

10 MINUTES

**Facilitator note:** Table facilitator records suggested “next steps” as shared by participants. At the end of the session, the facilitator will provide the participant responses as captured in the Table Facilitator Notes sheet (see Appendix).

- The table facilitator asks  
*“Given what we have created, what might be the next steps to support a strong public education system in Alberta?”*

## Closing and Departure

- The host thanks participants for their gift of time and wisdom and encourages participants to look up resources on the Stand for Education website, [standforeducation.ca](http://standforeducation.ca).
- The accompanying slide presentation also includes two final slides titled What Happens Next and What You Can Do Next.

**Note:** Hosts will ensure that all cards (with column symbol) are gathered at the end of the session, along with the table facilitator notes from Reflecting on the Discussion (see Appendix) for submission to [research@ata.ab.ca](mailto:research@ata.ab.ca).

## What Happens Next

1. The Alberta Teachers' Association is hosting additional in-person and virtual public forums across Alberta between November 2022 and February 2023.
2. Other groups, ATA locals and the Alberta School Councils' Association are also hosting their own forums and will be providing their findings to the ATA by the end of February.
3. The results from the Stand for Education public forums and the online input will be compiled into a final report that will be released in March 2023.
4. The bold, hopeful vision for children and public education will be communicated widely and used to support the 2023 provincial election mobilization campaign.
5. Teachers, parents and public education allies have always been encouraged throughout the ATA's history to support and engage in the political election process. This helps to ensure that the top priorities for change for the future of education are raised with all political parties.

## What You Can Do Next

1. **Reach out to at least three people** directly to encourage them to sign up for future discussion forums or share their ideas on the [Stand for Education website](#).
2. **Work with local school councils** to host Stand for Education public forums in your school and/or community.
3. **Promote the campaign** within your personal networks and use social media to share key messages about the Stand for Education campaign.
4. **Share across social media** (Instagram, Facebook, TikTok) your hopeful vision for Alberta's children and our public schools.
5. **Contact your local provincial MLA** and other nominated candidates to talk to them about including bold priorities for the future of education in their election platforms.



# Capture the Conversation

Photos are taken of the columns at each table and submitted

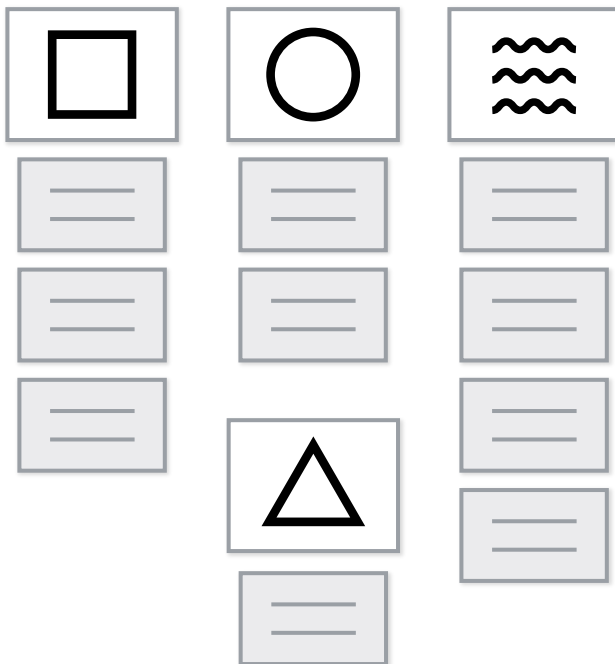
1. Ensure that all of the cards are organized to be readable within the column.
2. The table facilitator will take clear photo(s) of the columns (as organized and labelled by a symbol card) at their table.
3. The table facilitator will e-mail the photo(s) to [research@ata.ab.ca](mailto:research@ata.ab.ca) for analysis.

Facilitator Note: The subject of the email should read:

**ROUNDTABLE DISCUSSION FORUM DATA - DATE - GROUP NAME**

## Information Sharing

All data from the roundtable discussions (ie, 5 x 8 card ideas and “next steps” as shared by participants) will be summarized and included in the public communications on “What are we hearing?” from the roundtables. Submissions will also be documented and summarized in the final report on the public forums.



# Reflecting on the Discussion

## Table Facilitator Notes

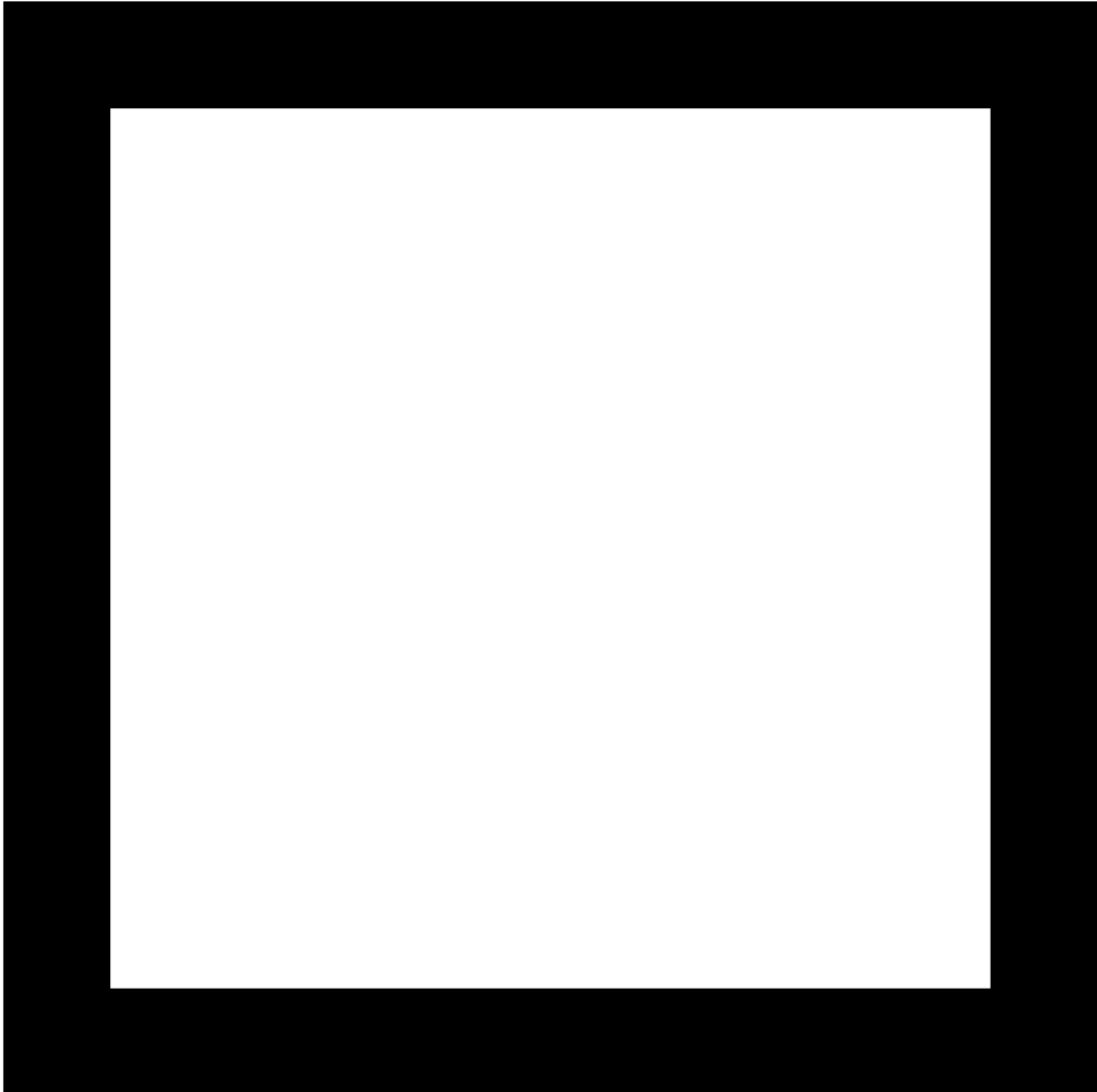
**Given what we have created, what might be the next steps to support a strong public education system in Alberta?**

Participant responses

Once completed, please leave on the table for the host(s) to collect.



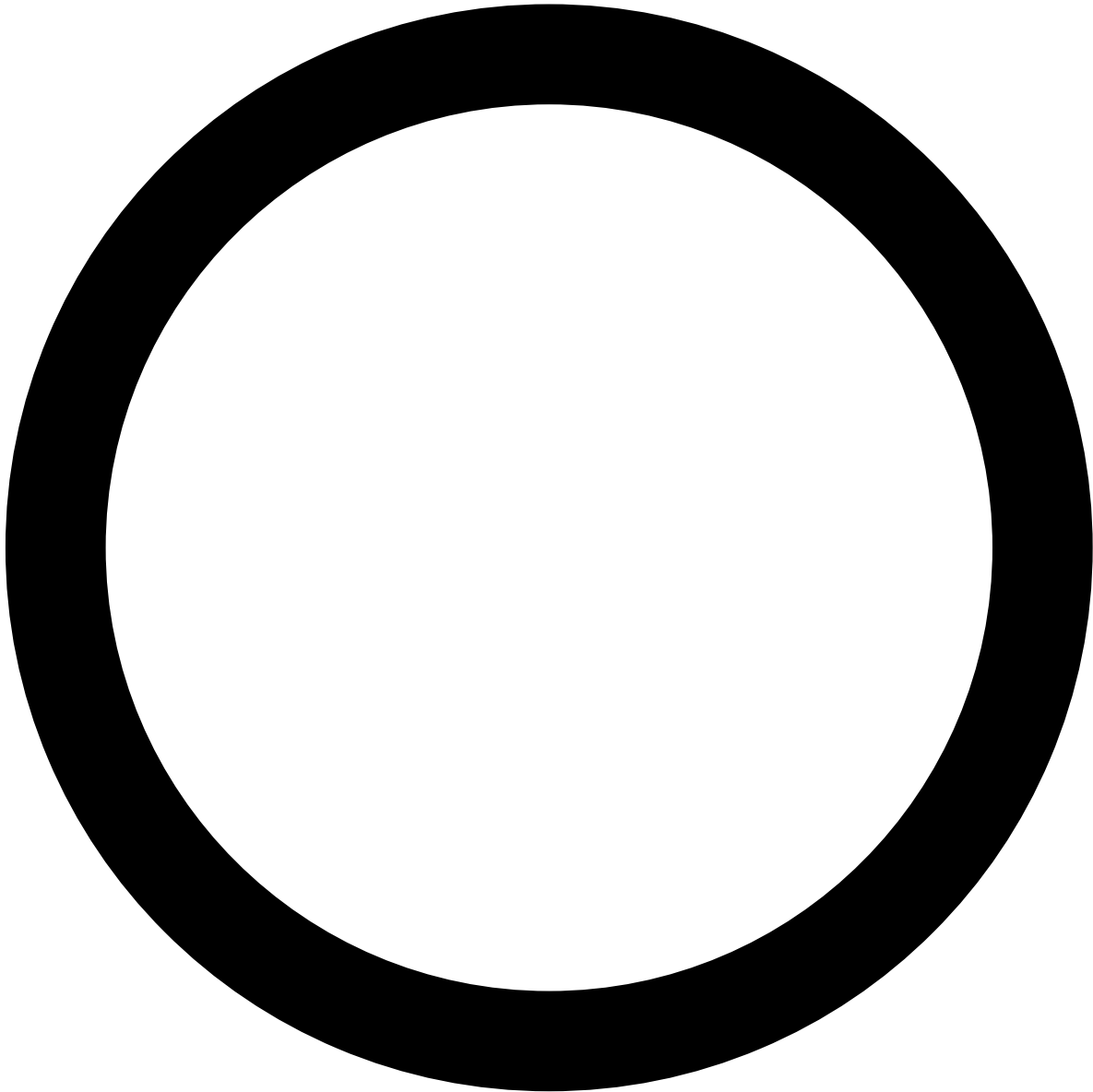
The Alberta  
Teachers' Association



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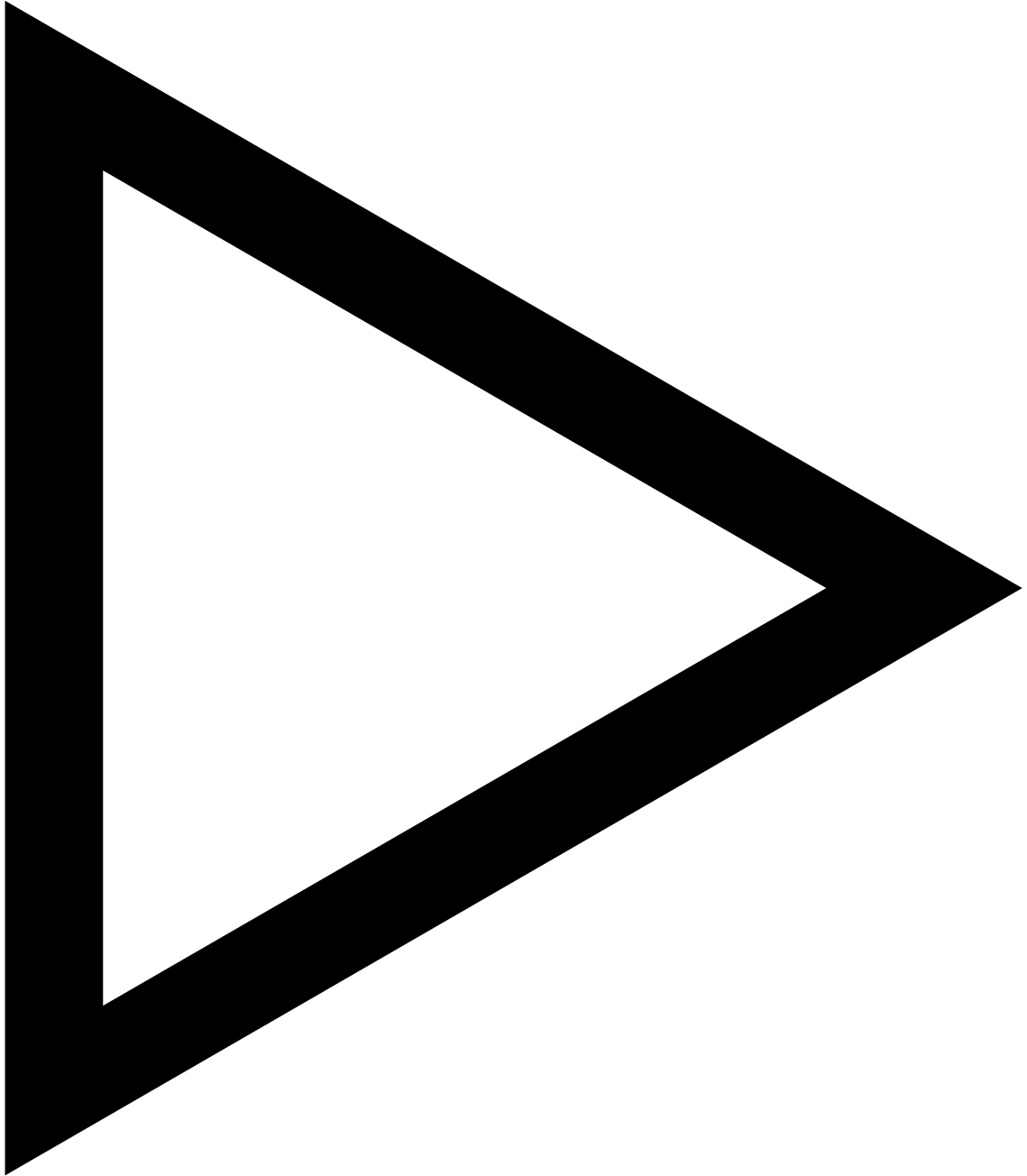
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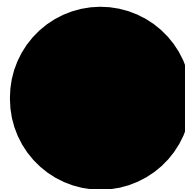
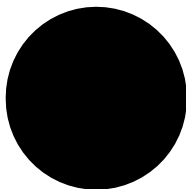
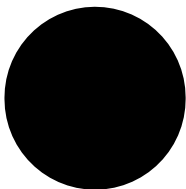
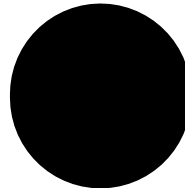
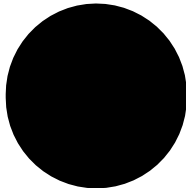
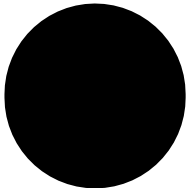
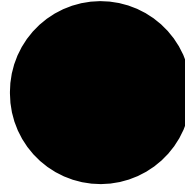
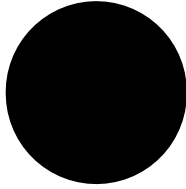
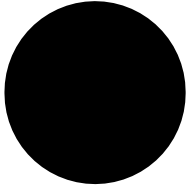
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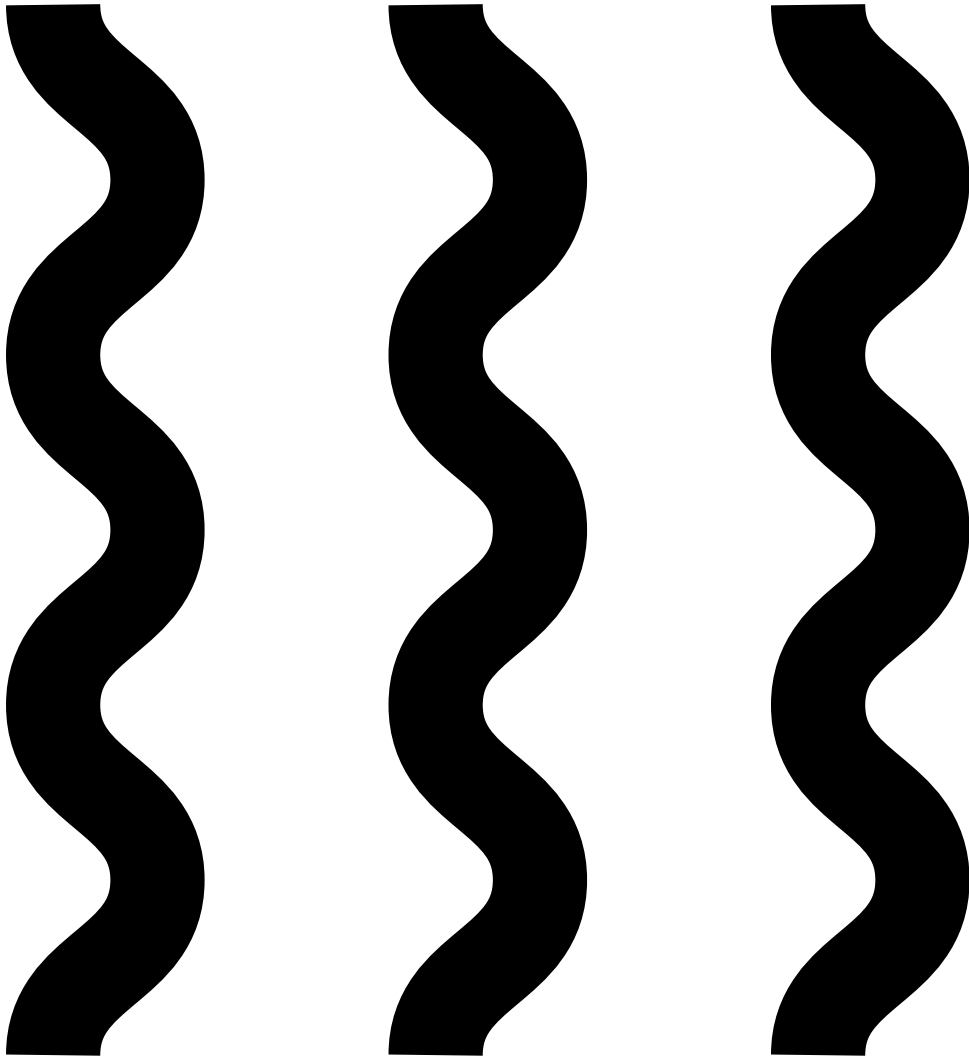
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# STAND FOR EDUCATION



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