



Facilitator Guide

Pt 2 - Multilingual Family Communication

What's the purpose of the training?

The video provides an opportunity for school staff to examine their communication with multilingual families and ways to improve it.

Who is the audience?

School leaders and all school staff.

How can this video training be used?

The video training is designed to be used in a group setting by a facilitator who has previewed the video and is prepared to lead activities and discussions.

How long will the training take?

Depending on the size of the group and the discussion questions raised, plan for approximately 40 to 60 minutes. The video is about 25 minutes long.

What is the role of the facilitator?

The facilitator should...

- Preview the video and the outline below to become familiar with the content and embedded discussion questions and activities.
- Be aware of time limitations and manage the group effectively.
- Check that video displays can be easily seen and heard.

Suggestions for continued professional development activities:

- Schedule regular meetings around the issues raised at the training.

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Multilingual Family Communication, Part 2: The ethical and legal standards, most common challenges, and how to rise above

Materials	<ul style="list-style-type: none"> • Video • Facilitator notes • Post-it notes (2 per participant) • Gallery Walk: <ul style="list-style-type: none"> • <i>If virtual session:</i> Make a copy of the virtual gallery walk • <i>If in-person session:</i> 3 pieces of chart paper around the room labeled “Clarity Gap”, “Training Gap” and “Collaborative Accountability Gap”
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Total time: 20-min video; 45-min total		
Min	Time Stamp	Notes
	0:00-0:58	<u>Video</u> <ul style="list-style-type: none"> • Welcome • 4 pillars • Objectives
Objective 1: Participants will be able to reconnect with key information from Part I and their own personal why.		
	0:59-4:08	<u>Video</u> <ul style="list-style-type: none"> • Recap of Myths 1-3 • Recap of Clarity, Training, and Collaborative Accountability Gaps • Your Personal Why <i>set-up</i>
3	PAUSE	<u>Active Facilitation</u> Post-It reflection (3 min) <ul style="list-style-type: none"> • Pause video • Individual writing: <i>On one post-it, write the biggest challenge you see/experience regarding multilingual family communication; on the other post-it, write the human impact of that challenge</i>
	4:09-4:19	<u>Video</u> <ul style="list-style-type: none"> • Your Why continued
3	PAUSE	<u>Active Facilitation</u> Turn-and-Talk (3 min) <ul style="list-style-type: none"> • Share with your neighbor what you write about:
	4:20-4:39	<u>Video</u> <ul style="list-style-type: none"> • Your Why continued
2	PAUSE	<u>Active Facilitation</u>

		<p>Whole Group Share (2 min)</p> <ul style="list-style-type: none"> Take 2-3 volunteers to share their reflections <p>Optional Push: If a participant is very vague in the challenge or impact they describe, prompt with:</p> <ul style="list-style-type: none"> <i>Can you give us an example of a time that happened? What was the human impact?</i>
	4:40-5:05	<p><u>Video</u></p> <ul style="list-style-type: none"> Your Why conclusion
<p>Objective 2: Participants will be able to gain an overarching vision for a long term process for increasing the use of translation and interpretation resources at their school/district</p>		
	5:06-6:20	<p><u>Video</u></p> <ul style="list-style-type: none"> Identifying the gap for your challenge
3	PAUSE	<p><u>Active Facilitation</u></p> <p>Turn-and-Talk (3 min)</p> <ul style="list-style-type: none"> Discussion Question: <i>To which gap(s) do you attribute your challenge? Why?</i> <ul style="list-style-type: none"> Clarity gap Training gap Collaborative Accountability Gap
	6:21-6:30	<p><u>Video</u></p> <ul style="list-style-type: none"> Identifying the gap for your challenge
3	PAUSE	<p><u>Active Facilitation</u></p> <p>Whole Group Share (3-4 min)</p> <ul style="list-style-type: none"> Take 2-3 volunteers to share their reflections <p>Optional Push: I</p> <ul style="list-style-type: none"> <i>What made you identify that gap?</i> <i>Do you think this is the only gap at play or is there a secondary or tertiary gap as well?</i>
	6:33-7:23	<p><u>Video</u></p> <ul style="list-style-type: none"> Identifying the gap for your challenge
3	PAUSE	<p><u>Active Facilitation</u></p> <p>Whole Group Share (3 min)</p> <ul style="list-style-type: none"> What did you notice as you read around the room: <ul style="list-style-type: none"> Trends Realizations Wonderings Reflections
	7:23-7:53	<p><u>Video</u></p> <ul style="list-style-type: none"> The clarity gap as the invisible gap

	7:53-11:12	<p><u>Video</u></p> <ul style="list-style-type: none"> • What worked? <ul style="list-style-type: none"> ◦ Get Clarity
	11:12-13:28	<p><u>Video</u></p> <ul style="list-style-type: none"> • What worked? <ul style="list-style-type: none"> ◦ Train Effectively
	13:28-16:11	<p><u>Video</u></p> <ul style="list-style-type: none"> • What worked? <ul style="list-style-type: none"> ◦ Institute Collaborative Accountability
5	PAUSE	<p><u>Active Facilitation</u></p> <p>Turn-and-Talk (2 min)</p> <ul style="list-style-type: none"> • Discussion Question: <i>what stands out to you (from must-dos of collaborative accountability) and why?</i> <p>Whole Group Share (3 min)</p> <ul style="list-style-type: none"> • Take 2-3 volunteers to share their reflections
	16:11-19:07	<p><u>Video</u></p> <ul style="list-style-type: none"> • What worked? <ul style="list-style-type: none"> ◦ Conclusion • Language bridge supports • Shared love and relationships • Next step
3	PAUSE	<p><u>Active Facilitation</u></p> <p>Option to write or talk to a neighbor (3 minutes)</p> <ul style="list-style-type: none"> • <i>What is one take-away from today to guide your work in the future?</i> • <i>What is one next step you will take after today's session?</i>
	19:07-19:40	<p><u>Video</u></p> <ul style="list-style-type: none"> • Talk about the specifics of your situation • Thank you for doing this important work
		<p>Contact: anne@togetherlanguage.com</p>