

## LEARNING EXTENSIONS: HOW TO USE THE TUTORIAL & QUESTIONS FOR TEAM TRAINING

To support programs in meeting professional development needs, we've designed a tutorial and group discussion questions so that you can easily facilitate your own **Meaningful Documentation** team training. Team training based on the tutorial and Questions for Personal Reflection and Group Discussion will create an opportunity for your team to:

- collaborate and learn together
- discuss issues that are specific to your site
- share ideas, expertise and challenges
- build supportive team relationships
- solve-problems

To develop effective training for your team, we suggest that you (the facilitator):

- preview the tutorial and list the questions
- select questions that are most helpful to your team
- decide how long the training will be and determine the format
- determine how you will introduce the questions and how long you will spend on each question
- think about how you will encourage participants to follow through with ideas and suggestions at the end of the training.

It might be helpful to schedule a follow-up meeting to discuss how the ideas and strategies are working in the program. Enjoy your training and let us know how it goes!



## GROUP DISCUSSION QUESTIONS

Reflect on and discuss:

1. How do you currently document and capture your observations as part of our daily routine?
  - a. Is it effective?
  - b. List three things about your observation and documentation that work well.
  - c. Do you have an effective way to gather evidence of children's learning?
  - d. Is there anything you don't like about how you currently document your observations?
2. What works best for your CNC team?
  - a. What is the ideal time or times for observation and documentation in your program?
  - b. Have you tried documenting and planning together as a group? Why or why not?
  - c. How can you share your observations with each other to support when we are program planning?
3. What are the barriers and challenges for your team when it comes to observation and documentation?
4. Group discussion and personal reflection: What is good documentation?
  - a. What does it look like?
  - b. How does it support strong programming?
  - c. How does it extend learning for children?
  - d. How does it help build children's self-esteem?
  - e. How does it build parent engagement?
5. Where should documentation be displayed so that parents and staff can access it?
  - a. How do you use documentation to build parent engagement in your program?
  - b. How do photos enhance documentation?
  - c. How can you make your documentation more accessible to all parents, regardless of their language level.
6. List three things you would like to try to make your documentation more effective.

