**Facilitating Learning**

Logistics

* Arrange meeting time, space & food
* Announce meeting time/space
* Convene the meeting
* Turn meeting over to others for specific tasks
* Distribute any relevant materials before, during and after meetings
* Plan meetings and build agendas
* Identify who will play what roles at meetings and support them as they prepare
* Figure out how to use outside resources effectively
* Listen to and get feedback from participants
* Troubleshoot
* Participate in meetings
* Ensure group meetings are on school calendar

As with any group meeting, logistical details in those meetings that include protocols require attention. Simply put, someone has to handle the nuts and bolts of the work: Where will the group meet? Who will make sure the materials are there (the student work photocopied, the chart paper in place, and so on)? Who will make sure everyone knows where to go and what time to be there? Who will arrange for the refreshments? A big part of facilitating logistics is communicating before and after meetings with participants in the group (and others playing supporting roles in and out of the school).