

Email Template #5: Final Instructions to Facilitators

Meeting #4 – Final Meeting Packet

The following are the documents that were sent to the facilitators before the fourth meeting.

What is in this packet?

This packet consists of an agenda and instructions that will assist you in completing the working group process. Please read all of the components of this packet carefully. Contact me with any of your questions or concerns. Also, I will be sending a Doodle poll to all facilitators to schedule phone conversations. These conversations are an opportunity to clarify anything related to the final session and the next steps in the planning and visioning process.

Working Group Process

The final step in this process is to schedule a fourth and final meeting. At the meeting working group members will have the chance to review the feedback that was garnered at the Learning Pathways Summit and incorporate into your group's final recommendations. The members will review the feedback, revise the competencies as necessary, update the suggested evidence list, and create at least one prospective learning pathways.

Please schedule this meeting during *[month]*.

Deliverables

By *[date of deadline]*, the following items should be submitted for review by the staff of The Sprout Fund:

- Final Meeting Report (Google Form)
- At least one prospective learning pathway
- A final report that will act as a narrative to the pathways that were created

There will also be a facilitator debriefing to discuss the outcomes working group process that will be schedule once all final meetings have occurred.