

# Site Coordinator Planning Tool

| PLANNING   | Notes |
|--|-------|
| <p><b>Program Needs Assessment</b></p> <ul style="list-style-type: none"> <li>■ Meet with your team to identify program or community needs and/or service gaps.</li> <li>■ Identify how a learning circle can meet those needs.</li> <li>■ Identify the resources you have to support a learning circle such as space, digital devices, etc.</li> </ul>  |       |
| <p><b>Identify and Prepare Facilitators</b></p> <ul style="list-style-type: none"> <li>■ Formulate facilitator recruitment strategy. Is there a staff person available or will you recruit a volunteer?</li> <li>■ Use the Facilitator Guide for orientation.</li> <li>■ Share site-specific information with your facilitator.</li> <li>■ Decide on a mutually agreeable schedule that meets learner needs.</li> </ul>  |       |
| <p><b>Select Learners</b></p> <ul style="list-style-type: none"> <li>■ Choose a student recruitment strategy. (waiting lists, community partners, etc.)</li> <li>■ Plan for pre-test (e.g. CASAS, Best Plus, TABE CLAS-E Reading) if using.</li> <li>■ Customize the Digital Skills Self-Assessment (in Resources).</li> <li>■ Determine language proficiency grouping(s). (Beginner, Intermediate, Advanced, or Multilevel).</li> <li>■ Decide on cohort size (ideally, a group of 6-12 learners).</li> </ul> |       |
| <p><b>Learning Content, Space, and Supplies</b></p> <ul style="list-style-type: none"> <li>■ Select an online course or an app.</li> <li>■ Schedule (daytime or evening), duration, start date.</li> <li>■ Decide on digital devices for learners</li> <li>■ Schedule proactive tech support for online learning and/or mobile apps.</li> </ul>  |       |

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| IMPLEMENTATION   | Notes |
|--|-------|
| <p><b>During Learning Circles</b></p> <ul style="list-style-type: none"><li>■ Schedule regular check-ins with the facilitators.</li><li>■ Monitor attendance and other data collection.</li></ul>  |       |
| <p><b>As Learning Circle Ends</b></p> <ul style="list-style-type: none"><li>■ Participate in/collect feedback surveys from participants.</li><li>■ Coordinate post-testing.</li><li>■ Make design and process improvements with staff guidance. Note changes for next round.</li></ul> |       |

## Facilitator Tasks: Running a Learning Circle

|  | Notes |
|--|-------|
| <p><b>Preparation for Leading a Learning Circle</b></p> <ul style="list-style-type: none"><li>■ Review and customize digital skills assessment.</li><li>■ Review language proficiency of learners. (Beginner, Intermediate, Advanced, or Multi-level)</li><li>■ Get familiar with the selected online course or app.</li><li>■ Review the Weekly Planning template examples for check-in prompts and activity ideas.</li><li>■ Learn to use a reminder tool. (WhatsApp, Remind, other)</li></ul> |       |
| <p><b>During Learning Circle Sessions</b></p> <ul style="list-style-type: none"><li>■ Set up the computer lab or laptops for online learning.</li><li>■ Plan weekly sessions keeping peer learning and leadership building activities in mind.</li><li>■ Facilitate the learning circle.</li><li>■ Send weekly reminders to foster a peer-to-peer learning environment by getting learners to interact via a communications tool.</li></ul>  |       |
| <p><b>Select Learners</b></p> <ul style="list-style-type: none"><li>■ Conduct or coordinate the learner group survey. What do learners want to do next?</li><li>■ Work with the Site Coordinator to facilitate next steps for learners. (Placement in class; other?)</li></ul>   |       |