

Instructions for Supervisors

Facilitating a WiLearn YJ Community Huddle Due to Absence

What is a Community Huddle?

Each WiLearn Foundational Element is comprised of a series of online learning packets, an activity-based workbook, and one or more Community Huddles. A Community Huddle is a live, synchronous session that provide an opportunity for active debrief and application of the learning with a cohort of other learners. Here they will have an opportunity to come together to explore and discuss the online content and workbook activities with their peers in an interactive session guided by a facilitator.

What is the Purpose of a Community Huddle?

Community Huddles have been carefully designed

- To enable learners to **further explore the topics** introduced in the online content using a variety of methods and media. This will be accomplished by use of case examples, video, interactive activities and discussions with their peers.
- To encourage learners to **ask questions** and ensure that the concepts and tools from asynchronous content are understood.
- So facilitators can lead the exploration and application of learning in ways that **frame the experience** through the use of prompting questions, but also allowing learners to actively shape the conversations.
- To allow the learners to **practice applying the skills and tools** they have learned.
- To introduce and **reinforce the importance of both self-care and support** for/from others in the child welfare community.

The WiLearn YJ Foundational Elements are comprised of four topics:

1. Culturally Responsible Practice
2. Trauma Informed Practice
3. Engaging Families
4. Case Practice with American Indian Tribes

What's My Role?

Community Huddles are mandatory components of the WiLearn Program and missing a Community Huddle leaves a gap in making a deeper connection with the online learning content and activities. The purpose of having a supervisor, coach, or supportive co-worker meet with the new learner is to assist the learner in moving forward in their foundational training so they may **stay aligned with their cohort**. The goal is for the new learner **to have a facilitated experience that replicates the learning experience of the huddle**, as much as possible, without being present. This will involve navigating and processing the Community Huddle activities and discussions in a manner that **allows the learner to actively participate**.

Since the learner spends a significant amount of time working independently through the online learning packets, **this Community Huddle provides opportunities for rich discussion and sharing, active debriefing, and applying what they have learned**. Your role as facilitator is to replicate the facilitated experience that was missed as much as possible. This satisfies the requirement and assists the learner in moving forward in the Foundational Element so they can stay aligned with their cohort.

A specific “Facilitation Guide for Community Huddle Absence” will be emailed to you with instructions. The Guide provides you with:

- Objectives for the Community Huddle and purpose of each section
- Instructions for activities and applications
- Suggested questions and tips for facilitating discussion
- Resources to provide you with background information
- Notes to supplement the learning

Our advice is to do your best! You don't need to know all of the background information in order to have productive conversations with your learner. These topics are fundamental to all child welfare practice. The Guide will provide you what you need, but you may find other questions help you to engage the learner. Also, these can be done by someone you designate (coach, seasoned staff, or team). Connect with us if you need to talk it through.

The following steps should be implemented by the supervisor or coach facilitating the Community Huddle session:

- 1) **Schedule time with the new learner** to go over the missed content, preferably to be completed by the next huddle date.
 - a. Note that the time scheduled with the new learner does not need to be the exact same amount of time that was missed in the huddle. Please refer to the “Facilitation Guide for Community Huddle Absence” document or email for an estimate of how much time to set aside.

- 2) **Prepare by reviewing the Huddle content** (sent in the “Facilitation Guide for Community Huddle Absence”). The time needed and time you choose to spend on prep will vary. The Guides are set up to allow you to navigate the huddle discussion without extensive prep.
- 3) **Complete the missed material** as outlined in the “Facilitation Guide for Community Huddle Absence” and check off each task.
 - a. You can be creative in accomplishing the tasks, as long as the overall purpose for each section is met.
- 4) **Allow time in your facilitation** so that new learners can ask questions about the materials or content.
- 5) Once completed, **sign and date Pg. 1** of the “Facilitation Guide for Community Huddle Absence.” Save this document in your records, you do not need to send to the WCWPDS office.
- 6) **Provide the learner with the Community Huddle Passcode to enter into PDS Online. The passcode is in your email message with the specific “Facilitation Guide for Community Huddle Absence”.** Verify that the new learner is prepared for the next huddle by ensuring they know how to enter the passcode that was shared with you. They will not be able to do this if they have incomplete packets.

Quick Steps for huddle codes, if needed:

- a. Navigate to your transcript by clicking on “View Your Transcript” from your home page.
 - b. Open the Foundational Element Curriculum by clicking on the “Open Curriculum” button to the right of the curriculum’s title. Click on the correct Community Huddle.
 - c. Click the “Launch Test” button on the right side of the title.
 - d. When you get to “Examination Instructions” page, click the “Continue” button.
 - e. In the text box for Question 1, enter the Community Huddle **answer code** (provided by the facilitator) and click “Summary”.
 - f. On the test review page click “Submit Final Answers”.
 - g. On the next slide click “Done”.
- 7) **Supervisor: Email WCWPDS yjtraining@wcpds.wisc.edu with a message confirming the Community Huddle was completed. Include the learner’s name, date you completed the huddle, and name of Community Huddle.** This will allow WCWPDS to provide credit to the learner for completion of the Community Huddle and fulfil the WiLearn requirements.