



Student Pathways Convening Facilitation Guide

Purpose: Community listening sessions provide input and insight from various stakeholders to inform an organization about their needs. The following guide and sample agenda help structure the format of the session and provide some language for listening session facilitators.

Utilize this facilitation guide as you open conversations about the need for change in the current student paths towards public history careers and professional development opportunities. Ultimately, the insight provided from participants will inform the development of a 3-year strategy for getting students in these programs, through these programs, and into jobs in NC.

Goal: To prepare public history professionals of color for success, the AAHCC will gather their direct feedback through listening from museum studies and public history program stakeholders.

Outcomes:

- Direct positive change in the experience of black students in museum studies and public history program
- Establish a model for successful matriculation for public history professionals in alignment with a 3-year strategic plan of action

Detailed Agenda

Setting the Stage (7min)	
NCAAHC Staff/Representative (1min)	Welcome + Focus Use this time for logistics, ask for permission to record, and set a tone of candid participation.
Facilitator (1min)	Grounding (Moment of Acknowledgement) <ul style="list-style-type: none"> • Check-in virtually
Facilitator (5min)	Introduction/Overview of the Day <ul style="list-style-type: none"> • Introduction to each other (use the chat feature and a prompt for virtual engagement) • Mapping Out Intentions Activity (Share slide with timeline)
Purpose: Solutions Orientation (40min)	
NCAAHC Staff (3m)	Updates and Timeline from NCAAHC
Facilitator (20min)	Sharing Celebrations (Prepare 3-4 questions and prompts to scaffold the session)

Student Pathways Convening Facilitation Guide

	<ul style="list-style-type: none"> As you reflect on your experiences as a public history professional or student, what has been the most fulfilling part of your involvement?
Facilitator (20min)	<p>Exploring Barriers</p> <ul style="list-style-type: none"> What has been your biggest point of learning (opportunity for growth) as a public history professional or student?
Creative Problem Solving Process (15min)	
*Use a collaborative planning document or jamboard	<ul style="list-style-type: none"> What else is needed? Who else is needed? What resources are needed?
Next Steps (4min)	
Facilitator (3min)	<p>Recommended Action Survey or google form link so that participants can either give anonymous feedback or provide additional details related to their experience. They can also be invited to join an advisory group or join for a later convening.</p>
NCAAHC Staff/Representative (1min)	<p>Closing and Thank you to participants</p>

Student Pathways Convening Facilitation Guide

Student Pathways Convening Facilitation Guide Sample Agenda

Setting the Stage

- Welcome + Focus (1min)
 - Check-in virtually
- Reminder: How to Engage with Each Other (3min)

Purpose

- Updates and Timeline
- Sharing Celebrations (20m)
- Exploring Barriers (Critical Interrogation from what was to what was actually needed) (20m)

Creative Problem Solving Process (15m)

- What else is needed?
- Who else is needed?
- What resources are needed?

Next Steps (5m)

- Recommended Action
- Closing