

13.4

## Sample Facilitation Activity: Paraphrasing

Facilitation focus: (	Clarifying	thoughts	and intention	of participants
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Outcomes: Participants will be able to clarify and understand the thinking of the group.

## **Preparation:**

• No physical materials required. Facilitator needs to be proficient at paraphrasing (see Chapter 11).

## **Description of activity:**

- While paraphrasing is an important coaching skill, it is also very useful (and often neglected) when facilitating meetings
  like PLCs. In meetings, paraphrasing can help participants connect ideas, understand each other, and move forward in
  meeting their goals. A skillful facilitator can also use paraphrasing in resolving conflicts (see Garmston & Wellman, 2016, and
  Garmston & Zimmerman, 2013b, for detailed information about paraphrasing as a facilitation tool).
- Audio recording meetings and scripting your paraphrases can be a valuable growth experience for you as the facilitator. Use the accompanying template to support you.

DTES

Retrieved from the companion website for *Everything You Need for Mathematics Coaching: Tools, Plans, and A Process That Works: Grades K-12* by Maggie B. McGatha and Jennifer M. Bay-Williams with Beth McCord Kobett and Jonathan A. Wray. Thousand Oaks, CA: Corwin, www.corwin.com. Copyright © 2018 by Corwin. All rights reserved. Reproduction authorized only for the local school site or nonprofit organization that has purchased this book.

## Template for Tool 13.4 Paraphrasing

Instructions to the Coach: In the left-hand column, script the paraphrases from your meeting. In the right-hand column, analyze your paraphrases using these questions to guide you:

What are you noticing about the effect of your paraphrases on the participants?

Meeting \_\_\_\_\_\_ Date \_\_\_\_\_

- How might you make your paraphrases more concise?
- In what ways did your paraphrases support the meeting goals?
- How did your paraphrases make the meeting more efficient?

Scripted Paraphrase	Analyzing Your Paraphrases		