Insight Out
LEARNING

General Guidance for Facilitators:

Delivering a Programme Session

Before Delivery

The Insight Out Learning sessions are fully supported by **Facilitator Guidance Documents** and a **Visual Flow Chart** of the session. Every attempt has been made to support the facilitator with the delivery of the necessary materials. The sessions have a number of handouts that should be issued during the model. Each session has several tasks, which can be used either as a full project or individually to support departmental curriculum sessions. However the facilitator should always: the delivery of the necessary materials. The sessions have a number of handouts that should be issued during the model. Each session has several tasks, which can be used either as a full project or individually to support departmental curriculum sessions. However the facilitator should always:

- Familiarise themselves with the sessions before delivery.
- Develop ownership of the session by incorporating personal or departmental examples to support the materials (this was seen to be particularly effective in the pilot sessions at GSA).
- Provide localised case studies where possible.

Environment

Insight Out Learning materials have been developed to be delivered in small groups and are designed to encourage group discussion. It is important that the environment can support this activity as well as having the appropriate facilities to project the video case studies and PowerPoints if required.

- Ideally the environment should be an open, flexible space.
- Large enough for break-out groups to use flip charts and develop large-scale working visuals.
- The facilitator should also be able to move freely around the space.
- The facilitator should encourage and develop discussion within the break out sessions.

Insight Out Learning

The Glasgow School of Art
167 Renfrew St.
Glasgow, G3 6RQ
t | 0141 353 4500
f | 0141 353 4401

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info@insightoutlearning.org.uk

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Delivering a Programme Session/contd.

Reflection

With every session there is a reflective questionnaire. This feedback can be used after each session as a summary of the session or used as part of the reflective evaluation on completion of all the Insight Out Learning materials. The evaluation should be used to develop reflective skills and can be used within a facilitated environment or as individual/personal work to develop a reflective journal.

- Participants should be given time to consider the session and the learning they have gained.
- Participants should be encouraged to keep all their reflections within a career/personal development file or journal for future reference.

Materials

The learning materials have been designed to be flexible. They are available in various formats and can be downloaded as Quicktime Movies, Powerpoint Presentations and Word PDF files directly from the website. Facilitators should be able to embed these materials within their curriculum to support and enhance the learning experience.

The sessions are also based around participants working in groups to develop ideas. Therefore it is also useful to provide flip-charts, post-it notes and pens to support this activity. When other resources are required it is clearly stated within the **'Facilitator Guidance Notes'**

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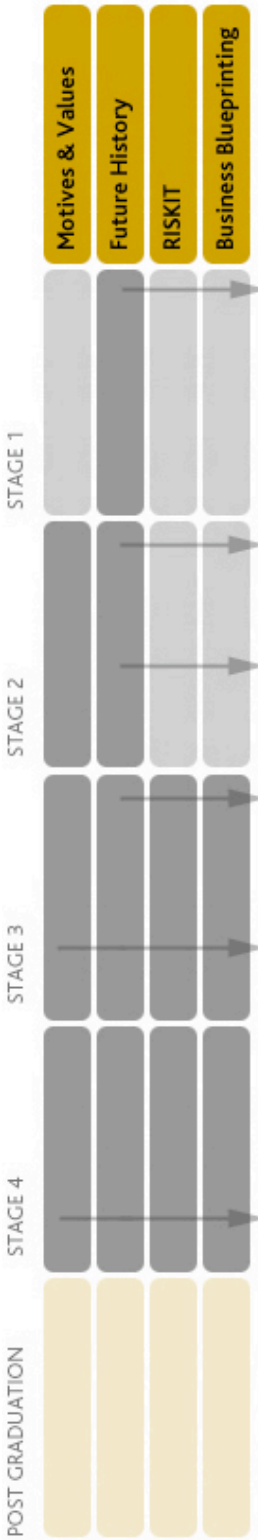
Curriculum Map



Approach to Study and Learning

Delivered as part of a series of workshops dealing with study and learning skills. Future History can be used to address project management and goal setting.

Working as Part of a Team

Delivered as part of a series of tasks related to group-work and the organising of complex team goals and activities over short timescales.

Self-Directed Learning

Learning top set personal goals in relation to project design and resolution as preparation for further self-directed study in Stage 3.

Professional Development Planning

Delivered as part of a series of workshops addressing:

- Transferable Skills
- Further study at Post Graduate level.
- Working as a designer / artist within an international economy.

The Creative Practitioner and Business Awareness

Delivered as part of a wholly integrated project incorporating studio practice within a business development context. This would include activities such as research into the marketing context for specific product development; research into manufacturing technologies and service providers appropriate to the product development; undertaking appropriate interviews with specific business professionals.

The project should include the promotion and organisation of a group exhibition that would begin to build a network of potential clients.

Business Planning and Business Development

Returning to the models to explore the potential of a resolved body of work or future work.

The models are now fully understood and can be used as part of the 'toolkit' for analysing business potential. The models can be explored in readiness for writing business rationales and financial plans for securing further funding.

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