

Guidelines for the Learning Café workshops on Tuesday, 9th December, 2014

One person works as a coordinator for the Learning Café. The participants of the Network meeting are divided in different tables according to the themes of workshop. In each table, one person is selected as a chair and the rest of the members will move forward to other tables when the Coordinator gives a signal for this. Finally, the members will return to their own (original) table.

The workshop themes

- A. Professional development and competence of educational developers
 - a. Chairs – Laura Hirsto and Olli Hyppönen
- B. Research-based educational development
 - a. Chairs – Eeva Pyörälä and Mari Murtonen
- C. Research on educational development
 - a. Chairs – Terhi Skaniakos and Mart Noorma
- D. Creating and developing ideas for common pedagogical courses offered by the Network
 - a. Chairs – Matti Lappalainen and Rie Troelsen

The procedures and the schedule

1. The chair stays at his/her table during the whole session and makes notes, if necessary.
2. Approximately 30 min. for work and discussion at one table
3. The discussion starts from the trigger or question presented to the participants. The participants begin to work first as in a brainstorm session, they write and draw freely their ideas on the tablecloth.
 - a. A trigger or question is presented to the participants
 - b. The chair encourages the participants to first reflect on the trigger material or the given questions by him/herself while simultaneously making notes.
 - c. The chair opens the discussion.
4. The chair's role is to take care that all have time and possibilities to share their ideas and to encourage participants to freely discuss, debate, comment and share their ideas with others.
 - a. The chair can do this by sharing time for all participants to express their opinion
 - b. The chair takes care that everyone has at least one opportunity to say something.
5. When 30 min. have passed, the coordinator gives a signal that it is time to change the table.
6. The chair stays at the table, and the other members move to the next table clockwise.
7. The chair reports the outcomes of the discussions, the trigger and the question. The new visitors of the table continue from this and add, debate, make their statements etc.
 - a. The chair takes care that all the visitors participate in discussions and that all the visitors have time to present their opinions.
8. When the members of the original tables have returned to their own table, the session ends to chairs reporting to all the participants the outcomes and highlights of their table (2-3 min/table).
9. Finally, the chairs are asked to write a short summary for the Wednesday morning workshops.