

# **Ten-Minute Room Demonstration Process**

## **2019 Garden Docent Training | Hillwood Estate, Museum & Gardens**

### **1. Scheduling: Tonight in class**

1. Docent trainees will choose a day/time slot from slots available next week to present their room lesson.
2. Lisa will email this week the final schedule to the class.

### **2. Preparing: This week at home**

1. Docents-in-training will choose a room that is on the docent-led tour (motor court, French parterre, Japanese-style garden, Friendship Walk/Overlook, putting green, Lunar Lawn, rose garden, or cutting garden). It is fine if several docents-in-training present on the same room.
2. Docents-in-training will follow the steps outlined in the "Guidelines for Developing a Ten-Minute Room Lesson" handout, and write a written lesson plan, following the format of the rose garden example, and practice from that written plan.

### **3. Presenting: Next week in the garden**

1. Presentations will occur in the garden room. Some may occur during regular open hours.
2. Docents-in-training will meet in the motor court 5 minutes prior to his/her presentation time slot. Bags and jackets can be stored in the coat closet and cubbies near the volunteer lounge on the mansion's second floor. Lisa and Audra will greet and lead the group to the presentation location.
3. Each docent-in-training will present his/her lesson to a small group. The group watching the presentation is comprised of Lisa, Audra, and (often) fellow docents-in-training. The group will take on the role of visitors. All docents-in-training are invited but not required to attend each other's presentations for moral support and learning. Let Lisa know if you plan to attend a fellow docents-in-training's presentation.
4. Each docent-in-training will deliver his/her lesson plan from memory.
5. Lisa will time each lesson. She will give a one minute warning. Docents-in-training will be asked to stop presenting their lesson after ten minutes have elapsed.
6. Lisa will video record each presentation, and this recording will only be shared with the trainee.
7. Each presentation will be followed by a short discussion period where the group recommends "keeps" and "changes." Feedback from the group is informed by the mindset and principles set out in the "Learning With and From Each Other and Yourself" handout. (This is the first assessment moment.)

### **4. Evaluating: Within four days of presenting, at home**

1. Within two days following the presentation, Lisa will email the docent trainee a link to the video recording as well as a Self-Assessment Worksheet as an attachment. (If for some reason the recordings cannot be sent within two days, Lisa will notify the trainees affected.)
2. After receiving the email from Lisa, the docent-in-training should then: 1) watch his/her presentation recording and 2) complete the Self-Assessment Worksheet. (This is the second moment of assessment.) The worksheets should be saved, typed and emailed (please, no hand-written worksheets).
3. Within two days of receiving the email from Lisa, the trainee will complete and email two documents to both Audra and Lisa: the completed Self-Assessment Worksheet and the written lesson plan.
4. Audra & Lisa will review the documents and email feedback within a few days for the docent trainee's review. (This is the third moment of assessment.)
5. The docent trainee will consider the sum of the three moments of assessment as his/her development goals as he/she heads towards the qualifying tour presentation.
6. Docent trainees may be asked to present their demonstrations a second time, incorporating "keeps" and "changes." These "do-overs," while not frequently requested, provide a valuable way to solidify learning.

### **5. At any point along the way, Lisa and Audra are always available for questions.**