

**Sixty-Minute Garden Tour Presentation Process**  
**2019 Garden Docent Training | Hillwood Estate, Museum & Gardens**

**1. Scheduling: Tonight in class**

1. Docents-in-training will choose a tour presentation slot, as well as the specific tour path, from a variety of days and times.
2. Lisa will email the final schedule to the class this week, and she will reschedule if severe weather (like a thunderstorm) affects the scheduled presentations.

**2. Preparing: The next two weeks at home**

1. Docents-in-training will follow the steps outlined in the "Guidelines for Developing a Conversational Sixty-Minute Garden Highlights Tour" handout, and write and practice a written lesson plan using the format outlined in "Template for a Written Lesson Plan for a Garden Tour."

**3. Presenting: during May in the gardens**

1. Docents-in-training will be in the motor court five minutes before their presentation time slot. Lisa and Audra will greet the docent-in-training in the motor court. Presentation times may occur during regular open hours, although they are scheduled around scheduled public/private tours. (Personal belongings can be stored in the closet/cubbies near the volunteer lounge.)
2. Each docent-in-training will present his/her tour in the gardens, delivering it from memory.
3. The group participating as "visitors" will be comprised of only Lisa and Audra.
4. Lisa will time each presentation, recording each room's time. Docents-in-training will be asked to stop presenting their tour after sixty minutes have elapsed.
5. Lisa will not video record each presentation.
6. Each presentation will be followed by a "keeps" and "changes" conversation. Feedback is informed by the mindset and principles set out in the "Learning With and From Each Other and Yourself" handout. Discussions are best done in the comfort of Lisa's office with Lisa, Audra, and the trainee, where the docent trainee can write down the "keeps/changes" feedback. (This is the first assessment moment.)

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

1. Lisa will send an email to the docent trainee with their presentation times (by room) and self-assessment worksheet as an attachment, upon tour completion.
2. The docent trainee will mentally review his/her tour demonstration, and review his/her written lesson plan and written notes from the keeps/changes discussed following the lesson.
3. Then he/she should complete a Self-Assessment Worksheet. (This is the second assessment.) The worksheets should be completed and saved on the computer (please, no hand-written forms).
4. Email the completed worksheet and written tour lesson plan to Audra and Lisa.
5. Audra and 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.) At this point, the docent-in-training has fully graduated from the training program.
6. The docent will consider the sum of the three moments of assessment as his/her development goals as he/she heads towards presenting the tour with visitors. At this point, newly-minted docents will begin scheduling themselves for spring-season garden tours in May and June.
7. Docent trainees may be asked to present their tours a second time, incorporating "keeps" and "changes." These "do-overs," while not frequently requested, provide a valuable way to solidify learning, and ensure a firm foundation from which to lead tours.

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