

# **Ten-Minute Room Lesson Presentation Process**

## **Hillwood Estate, Museum & Gardens 2022-2023 Mansion Docent Training**

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

1. During class docents-in-training will choose a slot from a variety of days and times (see back of handout for presentation schedule).
2. Marisa will email this week the final schedule to the class.

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

1. Docents-in-training will choose a room that is on the docent-led tour.
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 French porcelain room example.

### **3. Presenting: Week of February 13 in the mansion**

1. Docents-in-training will gather in the mansion entry hall before the presentation time slot. Bags and jackets can be stored in the coat closet and cubbies near the volunteer lounge. Lisa, Audra, and Marisa will greet and lead the group to the first presentation location.
2. Each docent-in-training will present his/her lesson to a small group. Presentations will occur in the mansion. Each docent-in-training will deliver his/her lesson plan from memory (i.e.: no written and electronic notes or cheat sheets). Some presentations may occur during regular open hours, which means visitors may be in the same space as the presentations.
3. The group watching the presentation is comprised of Lisa, Audra, Marisa, 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.
4. 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.
5. Marisa will video record each presentation, and this recording will only be shared with the trainee.
6. 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, Marisa 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, Marisa will notify the trainees affected.)
2. After receiving the email from Marisa, 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 48 hours of receiving the email from Marisa, the trainee will complete and email two documents to Marisa: 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 next presentation.
6. Docent trainees may be asked to present their lessons 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, Audra, and Marisa are always available for questions.**

**-- Turn over for presentation schedule --**  
**Ten-Minute Room Demonstration Schedule**

**Meeting Location** | We'll meet in the mansion entry hall for the start of each room demonstration.

Monday, February 13			
Afternoon		Evening	
4:00 p.m.		5:00 p.m.	
4:30 p.m.		5:30 p.m.	
		6:00 p.m.	
		6:30 p.m.	
		7:00 p.m.	
		7:30 p.m.	
		8:00 p.m.	
		8:30 p.m.	

Tuesday, February 14			
Morning		Afternoon	
11:00 a.m.		12:30 p.m.	
		1:00 p.m.	
		4:00 p.m.	
		4:30 p.m.	

Wednesday, February 15			
Morning		Afternoon	
11:00 a.m.		2:30 p.m.	
		3:00 p.m.	
		3:30 p.m.	
		4:00 p.m.	

Thursday, February 16					
Morning		Afternoon		Evening	
10:00 a.m.		2:30 p.m.		5:00 p.m.	
10:30 a.m.		3:00 p.m.		5:30 p.m.	
11:00 a.m.		3:30 p.m.		6:00 p.m.	
		4:00 p.m.		6:30 p.m.	
				7:00 p.m.	
				7:30 p.m.	
				8:00 p.m.	
				8:30 p.m.	

Friday, February 17			
Morning		Afternoon	
10:00 a.m.		2:30 p.m.	
10:30 a.m.		3:00 p.m.	
11:00 a.m.		3:30 p.m.	
		4:00 p.m.	