

Sixty-Minute Garden Tour Presentation Process

2024 Garden Docent Training | Hillwood Estate, Museum & Gardens

1. Scheduling: Tonight in class

1. Docents-in-training will choose a tour presentation slot from a variety of days and times.
2. Jordan 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: This week 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 in the volunteer lounge.)
2. Each docent-in-training will present his/her tour in the gardens, delivering it from memory (i.e.: no written and electronic notes or cheat sheets).
3. The group participating as "visitors" will be comprised of only Lisa, Audra, and Jordan. **Please note:** The qualifying tours are only open to staff trainers; outside guests, such as friends and family, are not permitted.
4. Jordan 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. We 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, Jordan, and the trainee, where the docent trainee can write down the "keeps/changes" feedback. (This is the first assessment moment.)

4. Evaluating: Within 48 hours 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 their tour demonstration, and review their written lesson plan and written notes from the keeps/changes discussed following the lesson.
3. Then they 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 Lisa and Jordan.
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 their development goals as they 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, and the docent should be prepared to give any tour route.
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.
8. Once docents-in-training have successfully presented the qualifying garden tour, this is the last step to become a docent; there are no further assessments to complete.

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

Sixty-Minute Qualifying Garden Tour Schedule

Each time slot includes 1 hour for the qualifying tour plus 30 minutes for "keeps" and "changes." We'll meet in the motor court.

Week 1 (May 6-10)		Week 2 (May 13-17)	
Monday, May 6		Monday, May 13	
10-11:30 a.m.		10-11:30 a.m.	
1-2:30 p.m.		1-2:30 p.m.	
5:30-7 p.m.		5:30-7 p.m.	
Tuesday, May 7		Tuesday, May 14	
1:30-3 p.m.		1:30-3 p.m.	
3:30-5 p.m.		3:30-5 p.m.	
5:30-7 p.m.		5:30-7 p.m.	
Wednesday, May 8		Wednesday, May 15	
1:30-3 p.m.		9:15-10:45 a.m.	
3:30-5 p.m.		3:30-5 p.m.	
5:30-7 p.m.		5:15-6:45 p.m.	
Thursday, May 9		Thursday, May 16	
9:15-10:45 a.m.		9:15-10:45 a.m.	
1:30-3 p.m.		1:30-3 p.m.	
5:30-7 p.m.		5:15-6:45 p.m.	
Friday, May 10		Friday, May 17	
9:15-10:45 a.m.		9:15-10:45 a.m.	
1:30-3 p.m.		1:30-3 p.m.	
3:30-5 p.m.		3:30-5 p.m.	