

Tips for First Community of Practice (CoP) Session

01 Provide clear logistics and share information in advance.

Make sure participants are clear on the logistics (location, date and time) and provide them with clear instructions on how to get to the venue. Share the agenda and other relevant information in advance



02 Ensure a welcoming environment

Have a warm start e.g. have tea/coffee and some snacks available to participants to welcome them to the session. Ensure that the tone of the session is more informal than formal.



03 Explain what the CoP/project is about

It's important that the CoP members know what the project is about, understand the motivation behind the CoP/Project and its aims.



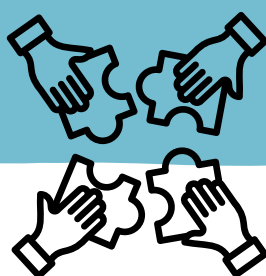
04 Give time for introductions

It's important that the members of the CoP feel comfortable with each other. Don't underestimate the power and importance of a friendly introduction - ice breaker activities optional.



05 Keep things engaging and active

Make sure to allocate enough time for participants to work on active tasks



Clear logistics - date, time and location
Welcoming - informal
Active Participation - encourage contributions and insights from all
Finish off strong - get feedback and get ready for the next session



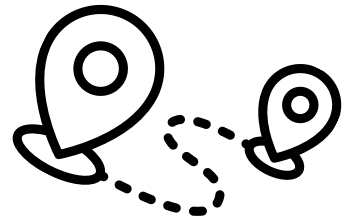
06 Wrap up the session with feedback and next steps

Give participants a chance to provide feedback and round off the session with a clear outline of the next steps.



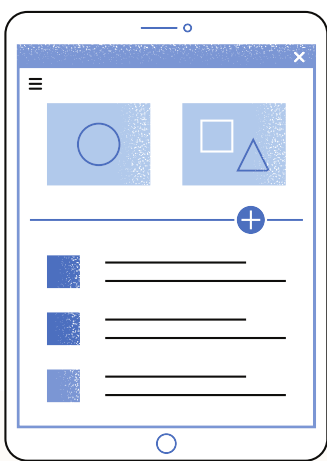
Planning Community of Practice (CoP) Sessions

It's important to keep up the momentum at each CoP session. Here are some things to remember for each session:



Plan Logistics

- Logistics – plan the logistics (location, date and time) in advance.
- Suitable - make sure that it they suit the majority of the CoP memberWhole class activity – everyone practises with the app at a certain point of a lesson.
- Iterations - deciding on the logistics may require a few iterations - so be patient
- Clear directions - provide clear information on how to get to the CoP session venue

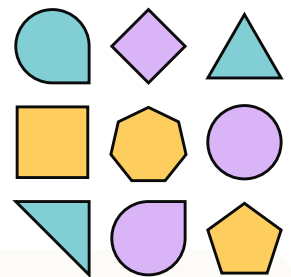


Have Clear Objectives

- Make sure to have a clear understanding of the objectives of each session
- There will be overall CoP objectives but each session may have a different objective or focus

Combine Different Components

- Plan the different components of each session
- There should be a variety of activities in each session
 - Information sharing
 - Idea generation
 - Feedback and review

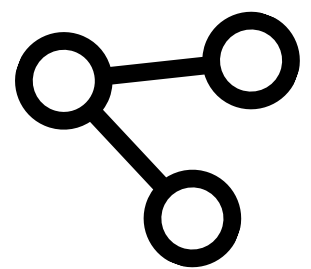


Follow on from previous session

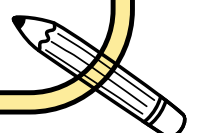
- Make sure to follow up on the previous session
- This will help CoP members to see continuity across sessions
- See progress over time

Share information in advance

he agenda will need to be prepared in advance of each session so that it can be shared with participants before the session itself, along with other relevant documents.



Preparation is important for an informal and effective CoP session

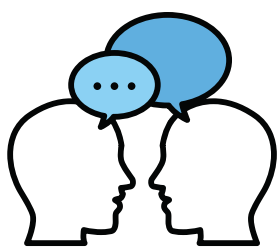


Tips for a Successful Community of Practice (CoP) Session

Each CoP will vary depending on the participants and the nature of the CoP itself. However, here are some tips that might help you CoP to be successful.

Be Flexible

- Things will not always go as planned
- Make sure to be flexible.
- If the participants are deep in discussion, but you have a break scheduled, let the conversation flow and adapt the original plans



Allow plenty of time for interactions

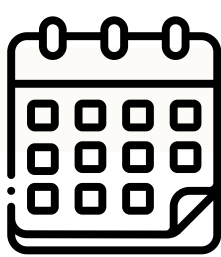
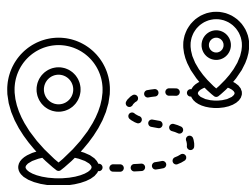
- Give participants plenty of time to talk, share ideas and generally interact with each other.
- This is where the magic can happen in a CoP.

Be patient

- It can take time to build up a rapport between participants
- Don't rush things, nurture it and let it grow naturally



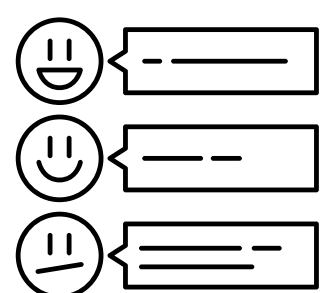
Be realistic about logistics



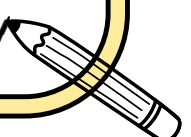
- Despite the best laid plans, things happen and the original logistics may not work out for the CoP members.
- Try to find a rescheduled location, date and time that work for most CoP members
- Accept that not all members may be able to attend all sessions.
- Have a back-up plan if case circumstances change e.g. maybe move the session online (for a shorter period of time)

Give time for getting and responding to feedback

Get feedback from participants (e.g. via an online survey) and respond to the feedback in real time.



Plan the session carefully, but be flexible and patient and let the discussion flow



General Community of Practice Components

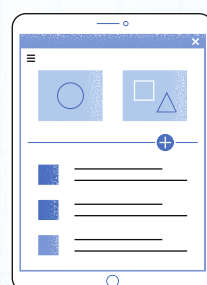
Introduction and follow up from previous session (if applicable)

Always start off a session with an introduction - there may be new members at the CoP session (and the existing members may need a refresh anyway)
Follow up on the previous session (if this is not the first CoP session)



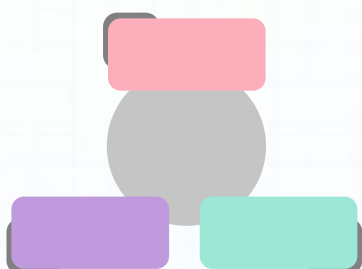
Overview of the objective and session outline

Make sure to provide an overview of the objectives of the session and the overall plan so the participants know what to expect



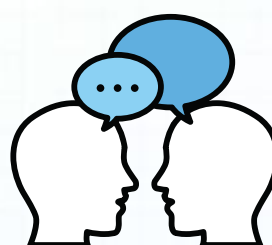
Themes and topics of interest

Each CoP session will have some key themes and topics to explore with participants



Discussion Time

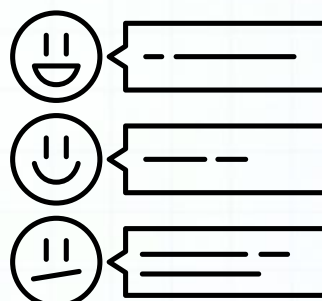
Allow ample time for discussions during the session
These are often the most valuable and insights components



Breaks and consultations are key components - don't forget them



Breaks throughout the session



Feedback opportunities for participants - during and at the end of the session

Consult on logistics (date, time, location) for the next session



Sample Community of Practice (CoP) Session Plan

09:30 - 09:45 Warm Start



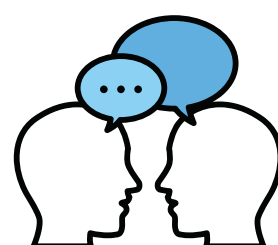
Have refreshments available to participants before the start of the session.

09:45 10:00 Welcome



Share the planned agenda with participants.

10:00 - 10:45 Topic and Discussion



Allow plenty of time for discussion.

10:45 - 11:05 Break



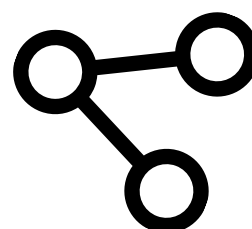
Breaks give people a chance to chat

11:05 - 12:00 Activity



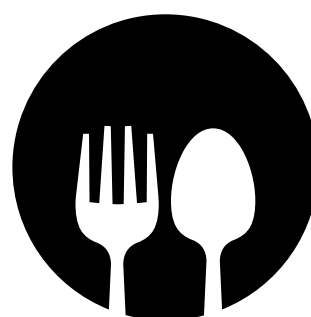
The more hands-on activities, the better.

12:00 - 12:30 Sharing activity results



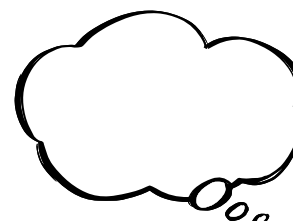
It is important for participants to share their discussions with the wider group.

12:30 - 13:30 Lunch



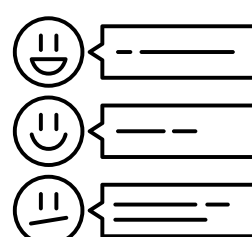
Lunch is always a key component of any CoP session that lasts more than a few hours.

13:30 - 14:00 Discussion on learnings



After lunch is usually a good time to reflect back on the learnings across the session

14:00 - 14:30 Feedback

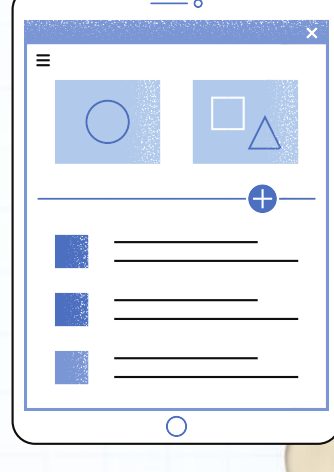


It is important to get feedback from the participants at the end of the session, ideally via an online survey. Close the feedback loop by sharing the results with participants immediately afterwards.

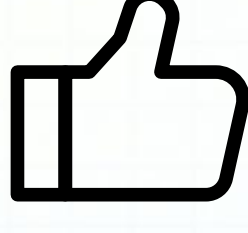
Participant Evaluation

Participants

Participants from all four participating countries (Ireland, Belgium, the Netherlands and Czechia) gave feedback on the AdAPptive project.
This evaluation comes from 27 participants.



Summary

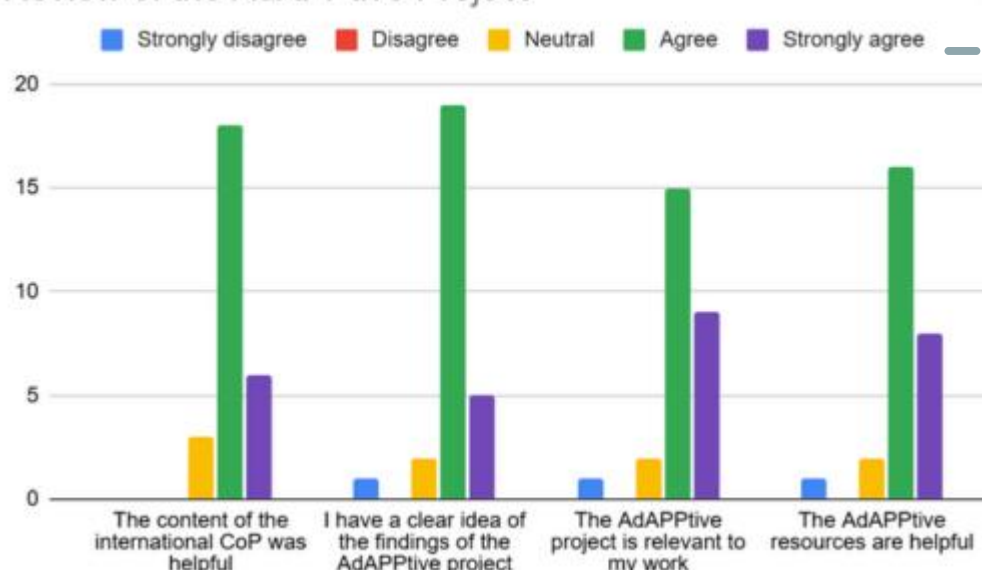


Overall, the feedback was **positive**, the participants **liked the Community of Practice (CoP)** approach and would like to **take part in similar projects in the future**.

Review of AdAPptive project

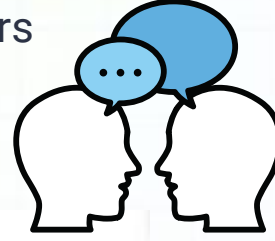
The participants said the international Community of Practice (CoP) and the AdAPptive resources were helpful, they have a clear idea of the findings and the project was relevant to them.

Review of the AdAPptive Project

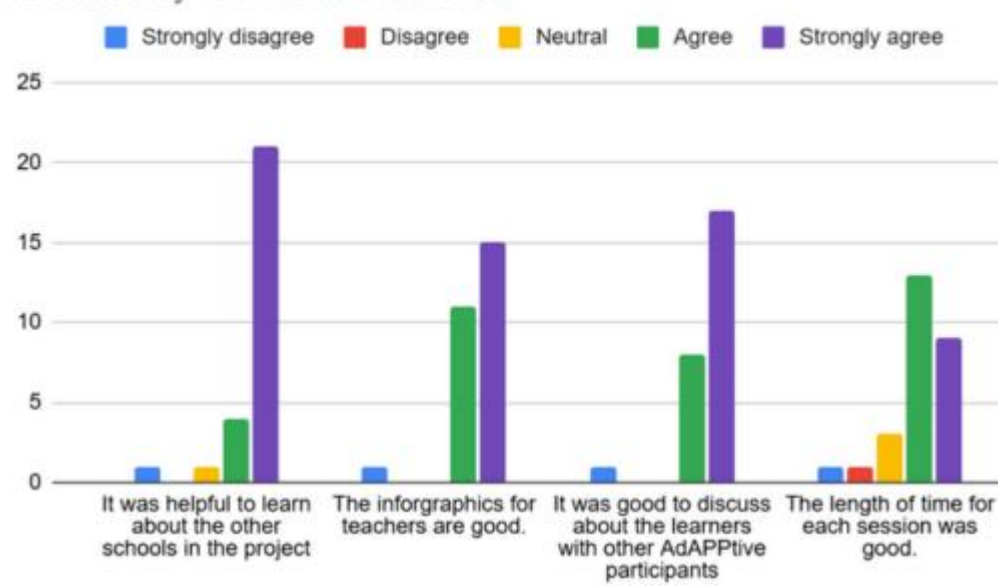


Community of Practice Review

- Good to learn from other schools
- Good opportunity to talk about their learners
- Infographics are clear
- CoP Session length about right



Community of Practice Review

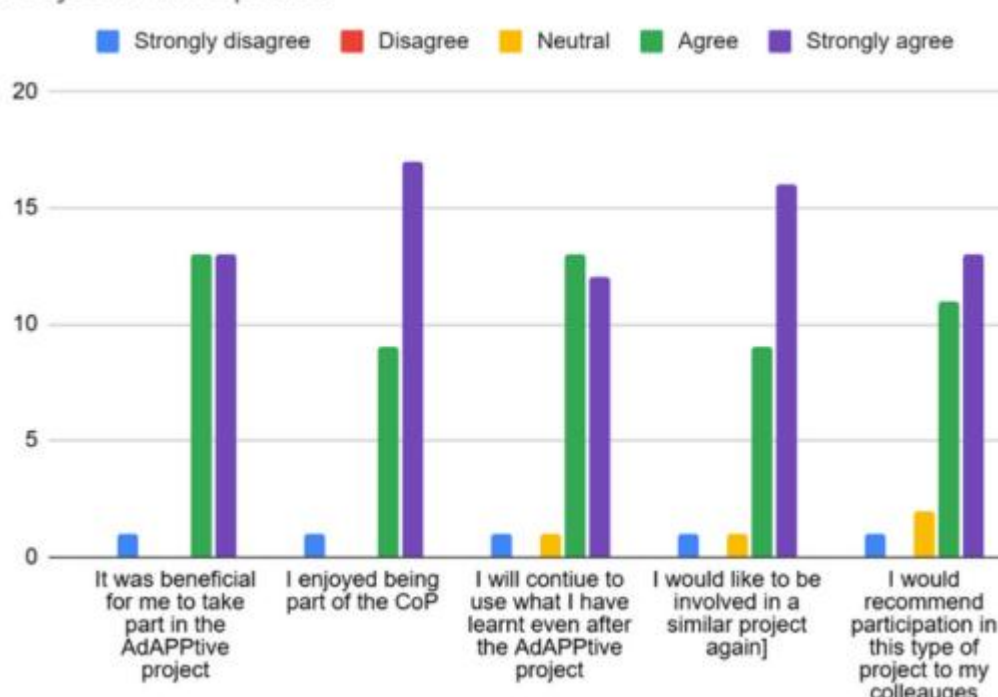


Value of Participation

- Participants found the project beneficial
- Enjoyed being part of the CoP
- Will continue to use learnings from AdAPptive
- Would like to part of similar project in the future
- Would recommend this type of project to others

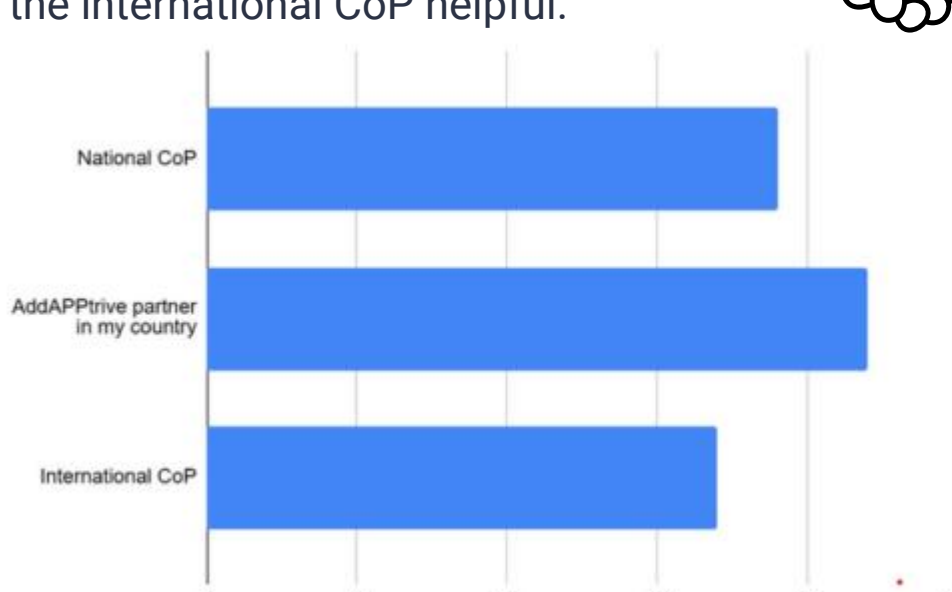


Project Participation



AdAPptive Supports

Participants found the supports provided by the national CoP, the AdAPptive partner in their country and the international CoP helpful.



Good to have an international COP to talk with Teachers from different countries

Incidental chat is very important to the community of practice



I learned from it and I hope to take a few things with me to my school and the schools of my foundation

Thank you for the CD [Continuous Development] organization and I am happy to be part of this project

Thank you. Go raibh maith agat. Bedankt. Dank u. Děkuju.

