



# Facilitating Case Studies

## Before the Session

This document contains information to help you plan your case study. It is very important that care, thought, and planning happen in advance of your case study.

### Address Issues of Diversity and Inclusion

- Include diversity and inclusion topics in case studies.
- Become familiar with relevant diversity research.

### Develop a Questioning Strategy

- Create case study discussion prompts and brainstorm possible follow-up questions.
- Anticipate possible responses to case study discussion prompts or potential questions that might arise.
- Identify possible take home messages for each case study.
- If using small group facilitators, provide them with a copy of the case study questions ahead of time.

### Choreograph Group Dynamics

- Identify active learning techniques or group engagement techniques that will be used in the session. If using small group facilitators, share these ideas with them.
- Outline session timing to allow time for individual reflection, group interaction, and report out.
- Determine if it would be useful to have pre-assigned case study discussion groups, paying attention to group composition when pre-assigning groups.

### Reflect on the Session

- Identify the overarching goals for the session and confirm that the case studies reflect these goals.
- Create an evaluation tool and plan time in the session for collecting participant feedback.





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## During the Session

These facilitation tips will help you during your session. It is recommended that you read over these tips the night before the session, and review them as needed while you are leading the case study.

### Address Issues of Diversity and Inclusion

- Remind the audience to consider the topic through a diversity lens.
- Share the results of relevant diversity research during discussion.
- Inquire how a topic might be experienced differently through different social identities.

### Develop a Questioning Strategy & Choreograph Group Dynamics

- Allow time for individual reflection, group interaction, and report out.
- Announce to the participants the strategies being used to encourage engagement (e.g., "We are now going to break up into small groups to discuss individual case studies. Afterwards, we'll come back together and report out solutions").
- Actively solicit a variety of contributing voices (e.g., different individuals, different parts of the room).
- Employ active learning techniques to engage participants in discussing question prompts (e.g., talk to your neighbor; think, pair, share).
- Make it a point to break up the conversation if some individuals are dominating. Moderate who asks questions and from which part of the room. Get a mix of voices (e.g., junior and senior faculty, men and women).

### Reflect on the Session

- Pay attention to what is working well and what is not. Make notes for things to change and things to keep the same.
- Ask the audience for final takeaways from the session.
- Pay attention to which case studies received the most attention/feedback; quickly summarize and share these observations at the end of the session.
- Remember to ask participants to complete the evaluations.
- Review participant evaluation feedback.
- Review session notes.

