

Co-Facilitator Planning Questions

Suggested Conversation Topics Before the DC Week



Working with a co-facilitator is one of the most valuable supports during the DC week. Taking just a few minutes before Clinic 1 to discuss expectations, communication, workflow, and facilitation approaches can reduce uncertainty and help create a coordinated, supportive learning experience for both facilitators and students.

Use these conversation prompts to guide that discussion before the DC begins.

Communication & Coordination	• What is the best way for us to communicate during the week? • What strengths does each of us bring to this partnership? • How do we want to communicate during student meetings or appointments? • How should we handle unexpected workflow changes or scheduling issues?
Workflow & Organization	• How are we going to divide our roles between the two different groups? • How do we want to divide SOAP review and feedback responsibilities? • Who will typically monitor Teams, uploads, and student submissions? • How do we want to organize lab requests and results? • Are there facilitation or workflow approaches that have worked well for you previously? • How do we want to manage evening preparation and planning?
Student Support & Facilitation	• How much guidance do we typically provide students during discussion? • How do we want to balance questioning, guidance, and teaching? • How should we handle situations when students become stuck? • How do we want to approach questioning and clinical reasoning discussions? • How should we handle quieter students or uneven participation?
Feedback & Communication with Students	• How do we want to structure SOAP feedback? • How do we want to communicate expectations to students? • How should we handle student questions between meetings? • How do we want to coordinate messaging so students receive consistent guidance?

Successful co-facilitators don't teach identically; they communicate intentionally and build on one another's strengths.

Many experienced facilitators describe these conversations as one of the simplest ways to build trust, improve coordination, and create a more supportive experience for both facilitators and students throughout the DC week.