



myFolio Lesson Plan:

Spotlight-a-Palooza

Problem to Solve:

Re-energizing a sense of celebration, appreciation, and "small victories" in your faculty/staff community.

Resources Needed:

10-15 minutes of Faculty Meeting time to introduce activity
Regular opportunities to monitor and celebrate what is shared



Articulate your “why,” “when,” and “who”

1

Draft a concise statement about why you are undertaking this activity and what you hope to achieve. We recommend something like this:

“Appreciation and celebration are something all of us need, and they’re a big part of what we value here. Sometimes they’re also something we get out of the habit of doing for each other. As such, I’d like to challenge our community to go on an appreciation binge and see if we can create a new habit”

Determine who will participate in the activity (faculty only? All staff? Leaders?). Set aside time at a series of meetings to give people time to build the new habit.

Craft the Rules

2

Spotlight-a-palooza is about challenging your faculty/staff community to generate a certain number of spotlights, with a certain level of faculty/staff participation, in a certain number of days.

For example: *“I challenge us collectively to generate 1000 myFolio spotlights in 30 days, with everyone writing at least one spotlight.”* Folio recommends a ratio of at least 10 spotlights per active faculty/staff member in a month-long challenge.

Consider whether you will have incentives, either for the group as a whole (“The Head of School is going to throw us a happy hour if we reach our goal”) or for individual participation.

Launch

3

- Announce the activity in a meeting, making sure to show everyone where they can find the Spotlight feature on the myFolio home page.
- Find lots of opportunities -- like a few minutes at the start of a meeting -- to give people time and reminders to complete their Spotlights.
- Every once in a while, ask the group to share out: “Who have you Spotlighted this week? How did it feel to send one? To receive one?”

Monitor and Celebrate

4

- Let Folio know if you’re doing a Spotlight-a-palooza: we can help you track your data and count totals!
- Click “Insights” and then “Activity” to view recent Spotlights. (Make sure the “Spotlights” button is checked and that you’ve clicked “Filter”.)
- Every once in a while, ask the group to share out: “Who have you Spotlighted this week? How did it feel to send one? To receive one?”
- Keep the community posted as they work towards their goal, and CELEBRATE when they reach it!

