



EFFECTIVE PARTNERSHIPS IN EARLY COLLEGE SETTINGS

FACILITATOR'S GUIDE



Welcome Message

Dear Facilitator,

Welcome, and thank you for leading this Pathway 2 Careers (P2C) Early College Digital Course: Effective Partnerships in the Early College Settings.

At P2C, we believe facilitators play an essential role in transforming professional learning into meaningful action. Your leadership creates a space where educators, administrators, and community partners can explore new ideas, challenge assumptions, and strengthen collaboration across systems.

This course is designed to help participants:

- Understand what defines an effective Early College partnership.
- Explore the three key dimensions of successful partnerships—strategic, relational, and instructional.
- Reflect on how partnerships act as bridges between high school and college systems.
- Examine the human infrastructure, equity considerations, and continuous improvement practices that sustain collaboration.
- Identify actionable strategies to enhance partnership quality and impact.

As a facilitator, your role is to guide reflection, encourage discussion, and connect the concepts to participants' real-world experiences. You don't need to be the "expert" on all topics—your job is to spark dialogue, highlight insights, and maintain the learning flow.

This guide will walk you through every section, providing time cues, facilitation tips, and suggested discussion prompts.

Let's get started.

The Pathways to Careers (P2C) Team



SCHOOL SERVICES
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Facilitator Tips

To ensure smooth delivery of this course, we recommend the following preparation steps:

Preview the Course Materials

- Watch the instructional video segments in advance to familiarize yourself with the flow.
- Review the participant handout so you can guide learners through note-taking, reflections, and the quiz.

Prepare the Learning Environment

- Ensure access to a screen, speakers, and stable internet connection for video playback.
- Arrange seating to encourage small group or partner discussions.
- Provide writing materials if participants do not bring their own.

Familiarize Yourself with the Quiz

- Review the 10-question quiz and answer key ahead of time.
- Decide whether participants will complete it digitally, on paper, or as a group discussion.

Plan for Reflection & Discussion

- Identify moments to pause the video for deeper conversation.
- Be ready with probing follow-up questions to extend participant responses.
- Encourage practical application by asking, "What would this look like in your school?"

Track CEU Completion

- Collect completed handouts and/or quizzes as evidence of participation.
- Confirm with participants how CEU credits will be awarded after course completion.

Set the Tone

- Begin with enthusiasm and emphasize the relevance of Early College Design Principles.
- Create a safe and open environment where participants feel comfortable reflecting and sharing.
- Keep the session on time, balancing video content with meaningful conversation.

With preparation and intentional facilitation, you will guide participants toward both professional growth and actionable outcomes that benefit students.



Equitable Access
Targeting underrepresented students in higher education



Academic Pathways
Well-integrated and aligned with college and career



Robust Student Support
In both academics and advising



Connections to Career
Through workplace and experiential learning experiences



High-quality, deep partnerships
Partnerships between high schools and colleges



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Agenda

Course Agenda (60 Minutes Total)

Time	Section	Purpose
0:00–5:00	Welcome & Introduction	Set the tone, establish objectives
5:00–7:00	Agenda Overview	Outline the session flow
7:00–15:00	Defining Effective Partnerships	Establish shared understanding
15:00–25:00	Three Dimensions Framework	Explore strategic, relational, and instructional areas
25:00–32:00	Bridge Function	Identify system alignment opportunities
32:00–38:00	Human Infrastructure	Recognize the people behind partnerships
38:00–45:00	Equity & Continuous Improvement	Embed equity in collaborative practice
45:00–50:00	Examples, Impact & Sustainability	Connect principles to real-world outcomes
50:00–55:00	Knowledge Check	Reinforce learning through review questions
55:00–58:00	Reflection & Action Plan	Encourage individual application
58:00–60:00	Closing & Thank You	Inspire continued growth and commitment

