



## BREAK IT DOWN: FACILITATOR GUIDE

**Activity overview:** In this activity, participants practice breaking down an activity into smaller, more manageable parts.

**Directions:** Before the training, generate a list of tasks and activities that may take place in a preschool classroom. Copy each task onto a large index card.

Examples of activities or tasks:

- Invite a friend to play in block area
- Use a cash register at dramatic play
- Make a phone call with a toy phone
- Follow a two-step direction during transition
- Pour milk
- Read a book in the book area
- Play on the slide

Distribute an index “task” card and learning activity handout to each participant and ask them to list the smaller steps for their activity. After a designated time period, ask participants to trade lists with another and review the steps. Give time for the pairs to offer feedback to each other. Reconvene the group for a discussion, if desired.

Possible discussion questions:

- What was easy about breaking down a task?
- What was difficult about breaking down a task?
- How might you break down steps for a particular child?
- What tip have you learned about breaking down a task?

### Example:

Activity or task: <i>Put a puzzle together</i>	
Step	Description of step:
1	<i>Get puzzle from shelf.</i>
2	<i>Turn puzzle over to release pieces.</i>
3	<i>Turn pieces over to see images.</i>
4	<i>Place corner pieces in puzzle board.</i>
5	<i>Place edge pieces in puzzle board.</i>
6	<i>Place middle pieces in puzzle board.</i>

**Note:** The size of the group will determine the number of cards needed. Several participants may have the same activity. The number of steps will vary from activity to activity.

