A Beginner's Guide to an ECHO Session

How to use this guide

The following guide outlines what happens during a typical ECHO session and provides recommended steps for facilitating a successful session. Use this guide as a starting point for creating a session flow that makes sense for your Hub Team, your topic and your audience.

Pre-session huddle

The Hub Team should connect a few minutes prior to the session start to address any last-minute questions, go over the agenda, and confirm session roles, such as: facilitator(s), chat monitor, who will write down the recommendations during the case presentation, and etc.

Welcome and introductions

Creating a sense of community starts with the welcome and introductions. A member of the Hub Team should facilitate introductions of the participants and the Hub Team. There are many ways to facilitate introductions, just be mindful of the size of your group and how much time to spend on introductions.

Announcements and session overview

Go over any announcements and briefly go over the session agenda. You may invite the participants to share any announcements as well.

Brief lecture

The brief lecture is a training opportunity to share information and best practices. The type of training is flexible and can be presented as a didactic, journal club, show-and-tell activity, workshop, etc.

We recommend that this portion be between 15-30 minutes long depending on the total length of the ECHO session (15 minutes for a 60-minute session and up to 30 minutes for a 90-minute session).

Case presentation(s)

The case presentation is based on a real-life scenario and is an opportunity for a participant to request advice and recommendations from other participants and the Hub Team.

We recommend that the case presentation discussion be facilitated in a specific order in the spirit of "All Teach, All Learn," to empower the participants to share their expertise and fully engage in the discussion:

1. Introduction - the facilitator introduces the case presenter (this will be one of the participants).
2. Case Presentation – there is flexibility in how this information is presented. Some ECHO programs use a case presentation form and others are less formal and do not require that a form is used.
3. Summary of Case - the facilitator summarizes the case presentation and asks the case presenter to confirm that the summary is accurate.

> *Important: Identifiable information should never be included during the case presentation. A Hub Team member should review any case presentation materials for identifiable information before it is shared with the group.*

4. Clarifying Questions - the facilitator asks for clarifying questions, starting with the participants and then the Hub Team.
5. Recommendations - the facilitator asks for any recommendations or impressions, starting with the participants and then the Hub Team.
6. Summary of Recommendations – a Hub Team member records the recommendations. The facilitator or another Hub Team member summarizes the recommendations and confirms with the case presenter that all questions have been addressed.
7. Wrap up Case Presentation - the facilitator thanks the case presenter and invites them back for a follow-up presentation, if appropriate.

Closing remarks

The facilitator thanks everyone for attending, goes over next session details and requests case presentations for upcoming sessions.

Debrief with Hub Team

Discuss what worked well and what could be improved upon, including the flow of the agenda, timing, and whether to switch the order of the different elements within the session.

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