



# Facilitator Checklist

(Created by Erin Hancock, Summer 2016)

## Pre-training preparations (in advance)

- Clarify with education committee, board or house vibes coordinators to ensure the training will achieve the desired outcomes in terms of learning objectives, activities, topics and so forth (taking the current issues or priorities into consideration)
- Review, modify (if needed) and finalize a workshop outline/plan including with times associated for each activity/topic and print (do not facilitate from behind a computer or device)
- Prepare all materials for the training including powerpoint presentations, videos, visuals, handouts, activity sheets, print workshop feedback form and resource page
- Ensure that all accessibility needs are prepared for (get a translator, talk to NASCO or local accessibility organizations about providing an interpreter for American Sign Language, etc)
- Ensure the space, technology and materials are all set for the training
- Arrange for guests if relevant

## Pre-training information for participants

- Ensure participants are sent information about the training location and timing, the agenda and objectives weeks in advance and post the workshop information in the house and designate someone to remind people at house meetings leading up to the event date (consider a sign up sheet for the workshop)
- 2 days before the training, send a reminder email with the topic, logistical info

## Pre-training preparations (2 days before)

- Review all of the materials and ensure everything is ready and backed up on a memory stick and/or loaded to the computer to be used
- Prepare to introduce the training objectives, the community agreements and yourself (as well as others trainers and guests)
- Print handouts for participants as well as the workshop feedback forms and resource pages
- Check in with other facilitators or guests to make sure everyone is ready and has what they need
- Gather materials needed including pens, markers, paper, chart paper, tape or some way to hang up materials if needed
- Check to make sure everything is set with the space

## Training day

- Ensure the space is set up, cleaned up, water on tables, snacks, paper and pens, printouts ready
- Test the technology you are using
- Have a way to keep time (subtly)
- Make any signage for the space such as posting the agenda on the wall, creating a "parking lot" page, a "community agreements" page

- Lay out your materials for the day so they are easy to access (having a table just for the facilitators is helpful)
- Arrive early enough to get ready and be all set up before participants arrive. Be prepared to greet folks before the session starts and answer any questions they may have.
- When participants leave, take 15 minutes to clean up the space then review their feedback forms, summarize their feedback at the bottom of your facilitator's outline on the google drive (see designated area), make any needed changes to the facilitation outline, include your own feedback in the designated section, save in the drive and pat yourself on the back!

#### Post training day

- Email out the resource page, pictures of summaries of the key discussions, list of any follow-ups and a plug for the next workshop to be offered