

# Facilitator's Checklist

## Planning

- Objectives
- Facilitators guide
- Sequencing activities
- Participant Agenda

## Room Set Up

- Theme
- Location / setting
- Posters
  - Quotes
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- Table set-up /seating
- Refreshments
- Easels
- Table decorations
  - Tent cards
  - Confetti
  - Fidget toys
  - Markers
  - Props
- CD's / Music
- Give-aways
  - Candy-bar with wrapper
  - Pencils
  - Bookmarks

## Workshop Design

- Intros / ice-breaker
  - M&M's with relevant Q's on flipchart coded to colors, wild-card colors
  - "Guess Who?" Forms
  - What Games / Songs does our workplace reflect?
  - Draw a picture of favorite hobby.
  - Fill in the blanks and sign my sheet.
  - Alphabet - fill the blanks with names of famous people, cartoon characters.
  - Tape names of famous person on my back and treat me like that famous person, or let me ask you Q's to figure out the famous person's name.
  - Human Board game with role descriptions on stepping stones (paper)
- Methods to involve participants during a 15-minute lecturette, i.e., large group questions, recording answers on flipcharts, etc.
- Purpose - what does this mean for me? The benefit of doing so / risks of not doing so
- Humor
  - Have break-out groups named by "world's worst gifts" - necktie, fruitcake, etc.
- Visuals :
  - Flipcharts
  - Power points
  - Hand-outs
  - Videos
- Pre-class work
- Participative (away from table) activities
- Experiential learning - games and simulations / role-playing / writing tasks
- Opportunities to learning from each other
- Application of learning (hands-on practice, small team projects, etc)
- Opportunity to transfer application to one's own job
- Learning resources / references
- Celebrate successes - closing activity
  - Cork-popper
  - Group photo
  - Appreciation / admire activity
- Evaluation / post class assessment