

Module Facilitation Preparation Checklist

Item: Preparation

Suggested Task Checklist: Complete the following tasks prior to the training:

- View the online module.
- Review the module handouts and guides.
- Review the module activities, including answering the reflection questions.
 - During the modules, facilitators need to be ready to share their personal reflections. This builds trust and models sharing for participants.
- Complete Module 1, Handout 5: Module Facilitation Planning Guide.
- Review the technology, supply, and room requirements.
- Create a sign-in sheet and place it in the front of the room.
- Prepare folders for participants with training materials enclosed.
- Reserve and arrange a room for the training.

Item: Technology

Suggested Task Checklist: Ensure the following is available and functioning for use in the training:

- Computer/laptop
- Sound
- Projector or TV (Including relevant cords and adaptors to connect to the computer/laptop.)
- Internet access
- Online module

Item: Supplies

Suggested Task Checklist: Bring the following supplies to the training:

- Chart paper or large white board (For tracking questions that may arise during presentation or activities.)
- Markers or dry-erase markers
- Pens and/or pencils

Item: Resources

Suggested Task Checklist: Bring hard copies of the following module resources to the training:

- Facilitator Guide
- Supplemental resources