

Facilitation Agenda Sample

Training name:

Training location:

Training date:

Training time:

Time: Before Training

Content/Activity: Set-up

- Post chart paper on the wall—one on each side of the room—for questions that may arise during presentation or activities
- Place participant folders on tables or hand them out at registration (If someone is there to monitor).
- Create a sign-in sheet and place it in the front of the room
- Set up the computer/laptop and TEST FOR SOUND BEFORE THE SESSION BEGINS

Materials:

- See Handout 1: Module Facilitation Preparation Checklist for this module

Speaker notes:

Time: 5 minutes

Content/Activity: Welcome

- Remind participants to sign in
- Review agenda—including break and lunch information, if applicable
- Review folder contents with participants

Materials:

- Facilitator Guide
- Participant handouts/folder

Speaker notes:

PARENT ENGAGEMENT MODULES SERIES
Module 1: Facilitator Overview of Parent Engagement Modules and Handouts

Time: 5 minutes

Content/Activity: Objectives

- Share objectives for the training
- Note questions (if any) from group on chart paper/white board

Materials:

- Facilitator's Guide

Speaker notes:

Time: 5 minutes

Content/Activity: Icebreaker Activity

- Identify a short activity to get participants engaged and ready to learn.

Materials:

- Activity materials, if any

Speaker notes:

Time: 10–15 minutes

Content/Activity: Section 1 of Module

Materials:

- Online Module
- Facilitator Guide

Speaker notes:

PARENT ENGAGEMENT MODULES SERIES
Module 1: Facilitator Overview of Parent Engagement Modules and Handouts

Time: 10 minutes

Content/Activity: Reflection or Activity

- Follow the Facilitator's Guide to lead the participants in the reflection or activity.
- Use strategies from Training Strategies for Adult English-Language Learners (Handout 3) to support your facilitation.

Materials:

- Online module
- Facilitator's Guide
- Handout 3
- Participant handouts/folder

Speaker notes:

Time: 5 minutes

Content/Activity: Hands-on Activity

- Follow the Facilitator's Guide and instructions for leading participants in the hands-on activity.
- Distribute supplies for the activity including handouts (if any).
- Use strategies from Handouts 3 to support your facilitation.
- Encourage participants to share their final product. (See the Facilitator's Guide for reflective questions.)

Materials:

- Online module
- Facilitator's Guide
- Handout 3
- Participant handouts/folder

Speaker notes:

PARENT ENGAGEMENT MODULES SERIES
Module 1: Facilitator Overview of Parent Engagement Modules and Handouts

Time: 10 minutes

Content/Activity: Action Plan

- Go to the action plan slide in the module and press play.
- Distribute the action plan sheets.
- Refer to the Facilitator's Guide for more instructions.
- Provide an example of your action plan after viewing the action plan slides.
- Allow participants to share their plan, if comfortable.

Materials:

- Online module
- Facilitator's Guide
- Handout 2B
- Action plans

Speaker notes:

Time: 5 minutes

Content/Activity: Question and Answer

- Address any final questions that haven't been answered; remember it is ok to say the following:
 - "Let me find out more and get back to you."
 - "What does everyone else think about this?"

Materials:

- Online module
- Facilitator's Guide
- Handout 3

Speaker notes:

PARENT ENGAGEMENT MODULES SERIES
Module 1: Facilitator Overview of Parent Engagement Modules and Handouts

Time: 5 minutes

Content/Activity: Thank Participants

- Share additional training dates (Refer to the Facilitator's Guide for objectives.).
- Thank everyone for coming.
- Request to complete a training evaluation to improve your facilitation of trainings.

Materials:

- Online module
- Facilitator's Guide
- Handout 3

Speaker notes: