

Module Facilitation Planning Guide

This guide can be utilized for each meeting or training where modules are used. The guide includes questions about time management, preparation, and post-meeting reflection.

As a reminder, each module has a facilitation guide and activity guide to assist facilitators in planning and preparing for meetings.

Training Name: _____

Training Location: _____

Training Date: _____

Training Time: _____

Pre-Training Planning

Which sections of the module will I use for this training?

Consider the following:

- How long is the meeting? Do I have time to do one section of the module? Do I have enough time to complete a module in its entirety?
- Is this the first, second, or third meeting in a series? If meetings are scheduled with the same group of parents, facilitators can reflect with those parents on how information from the previous meetings have been used.
- Is there an assignment from last time for the participants?

Which additional resources will I share?

This may include video clips from Aprendemos Juntos or links to websites with relevant information.

What do I want to spend extra time reading or reviewing prior to the meeting?

What do I need to print for the participants?

This includes tip sheets, strategy handouts, and any other resources that are included in the module.

What materials do I need to purchase for the activities?

What key points or personal experiences do I want to share while facilitating?

Post-Training Planning

What went well?

What reflective questions had a lot of responses?

What other discussion points came up during the meeting?

What key points or discussion items do I want to recap the next time this group meets?

Repeating some key points within the module helps participants recall what was covered. By including points shared by participants, facilitators build community with participants.

What do I want to change next time this training is presented?