
Training Instrument 11-4**Facilitation Preparation Checklist**

This instrument is designed to help you, as the facilitator, prepare for a training session by ensuring that you have all of the materials and equipment necessary to conduct a workshop. All pretraining activities and needed materials and tools are listed to help set you up for a successful session. Specific materials will vary based on the content modules you will be using for the training.

Pretraining Activities

- Reviewed learning needs assessment data to ensure effective selection of content.
- Read and reviewed applicable content modules and structured experiences.
- Read and reviewed applicable assessments and participant handouts.
- Reviewed all PowerPoint slides thoroughly.
- Prepared additional anecdotes and examples.
- Practiced workshop flow and exercises.

Workshop Materials and Tools

- Content module and structured experience instructions
- Content module PowerPoint slide decks
- LCD projector with screen
- Computer and cables
- Power strip and extension cord
- Participant handouts, assessments, and instruments
- Attendance or registration sheet or participant sign-in sheet
- Participant name tags and table tent cards (if applicable)
- Facilitator and training evaluations
- Writing instruments (pens, pencils, and markers)
- Extra paper (if participants need it)
- Flipchart or easel and markers (or whiteboard in training room)
- Masking tape to post chart paper (if paper is not self-adhesive)

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Facilitation Preparation Checklist

- Facilitator table or podium (to hold workshop materials)
 - Watch or other timepiece for structured experiences and workshop flow
 - Supplemental materials for structured experiences (such as paperwork samples to sort)
 - Toys or candy for participants at tables (optional)
 - Facilitator’s business cards (if external to the organization) to give to participants
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