

Facilitator's Checklist

Purpose: This checklist should help the Facilitator prioritize his/her role.

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| PRIORITY 1 | NOTES: |
| 1. Acknowledge acceptance as facilitator. | |
| 2. Review data materials and become familiar with the project | |
| 3. Coordinate with the recorder | |
| PRIORITY 2 | Notes: |
| 1. Talk with coordinator regarding the purpose and expected product of the workshop | |
| 2. Work with recorder to determine mutual communications "signals" to ensure workshop will run smoothly | |
| 3. Ensure that tools for the job step are ready and available | |
| PRIORITY 3 | Notes: |
| 1. Attend facilitator training | |
| 2. Work with recorder in finalizing tools for the job steps | |
| PRIORITY 4 | Notes: |
| 1. Recheck templates, samples, and data before workshop begins | |
| 2. Check attendance and determine the workshop approach | |
| Day Prior to Workshop | Notes: |
| 1. Ensure everything is in order | |
| 2. Coordinate with the coordinator and recorder | |
| Day of Workshop | Notes: |
| 1. Welcome the participants and explain the facilitator's, recorder's, and participants roles | |
| 2. Conduct the workshop | |