

## Supply Checklist

**Purpose:** This checklist will help you remember all the supplies that are needed for the workshop.

- \_\_\_\_\_ Appropriate discussion computer software (Example: MindManger)
- \_\_\_\_\_ Overhead projector or computer projection system with screen (so as to be able to show the computer monitor on the screen)
- \_\_\_\_\_ Two flipchart stands with 4 pads of flipchart paper and plenty of flipchart pens of various colors
- \_\_\_\_\_ Several packs of Sticky notes or whatever you plan to use to stick the job steps to the walls or bulletin board.
- \_\_\_\_\_ One small calculator
- \_\_\_\_\_ Facilitator will need a laptop computer, projector, and access to a printer. Make sure you find out the exact computer needs of the Facilitator.
- \_\_\_\_\_ Healthy refreshments that give the participants energy
- \_\_\_\_\_ All materials that will be helpful for the participants as they identify the job steps.

**Notes:**
