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| Item | Suggested Task Checklist |
| Preparation | Complete the following tasks prior to the training:   * View the online module. * Review the module handouts and guides. * Review the module activities, including answering the reflection questions  (During the modules, facilitators need to be ready to share their personal reflections. This builds trust and models sharing for parents.). * Complete Module 1, Handout 5: Module Facilitation Planning Guide. * Review the technology, supply, and room requirements. * Create a sign-in sheet and place it in the front of the room. * Prepare folders for participants with training materials enclosed. * Reserve and arrange a room for the training. |
| Technology | Ensure the following is available and functioning for use in the training:   * Computer/laptop * Sound * Projector or TV (Including relevant cords and adaptors to connect to the computer/laptop.) * Internet access * Online module |
| Supplies | Bring the following supplies to the training:   * Chart paper or large white board (For tracking questions that may arise during presentation or activities.) * Markers or dry-erase markers * Pens and/or pencils |
| Resources | Bring hard-copies of the following module resources to the training:   * Facilitator Guide * Supplemental resources |