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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.
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| 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
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| 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
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| Resources | Bring hard-copies of the following module resources to the training:* Facilitator Guide
* Supplemental resources
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