

FACILITATORS OVERVIEW OF
MIGRANT MODULES AND HANDOUTS:
MODULE 1

Module Facilitation Preparation Checklist

Item	Suggested Task Checklist
Preparation	<p>Complete the following tasks prior to the training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> View the online module. <input type="checkbox"/> Review the module handouts and guides. <input type="checkbox"/> 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.). <input type="checkbox"/> Complete Module 1, Handout 5: Module Facilitation Planning Guide. <input type="checkbox"/> Review the technology, supply, and room requirements. <input type="checkbox"/> Create a sign-in sheet and place it in the front of the room. <input type="checkbox"/> Prepare folders for participants with training materials enclosed. <input type="checkbox"/> Reserve and arrange a room for the training.
Technology	<p>Ensure the following is available and functioning for use in the training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Computer/laptop <input type="checkbox"/> Sound <input type="checkbox"/> Projector or TV (Including relevant cords and adaptors to connect to the computer/laptop.) <input type="checkbox"/> Internet access <input type="checkbox"/> Online module
Supplies	<p>Bring the following supplies to the training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chart paper or large white board (For tracking questions that may arise during presentation or activities.) <input type="checkbox"/> Markers or dry-erase markers <input type="checkbox"/> Pens and/or pencils
Resources	<p>Bring hard-copies of the following module resources to the training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitator Guide <input type="checkbox"/> Supplemental resources