

FACILITATORS OVERVIEW OF
MIGRANT MODULES AND HANDOUTS:
MODULE 1

Facilitation Agenda Sample

Training Name: _____	Training Location: _____
Training Date: _____	Training Time: _____

Time	Speaker	Content/Activity	Materials
Before training		<p>Set-up</p> <ul style="list-style-type: none"> • Post chart paper on the wall—one on each side of the room—for questions that may arise during presentation or activities • Place participant folders on tables or hand them out at registration (If someone is there to monitor). • Create a sign-in sheet and place it in the front of the room • Set up the computer/laptop and TEST FOR SOUND BEFORE THE SESSION BEGINS 	<ul style="list-style-type: none"> • See Handout 1: Module Facilitation Preparation Checklist for this module.
5 min.		<p>Welcome</p> <ul style="list-style-type: none"> • Remind participants to sign in • Review agenda—including break and lunch information, if applicable • Review folder contents with participants 	<ul style="list-style-type: none"> • Facilitator’s Guide • Participant handouts/folder
5 min.		<p>Objectives</p> <ul style="list-style-type: none"> • Share objectives for the training • Note questions (if any) from group on chart paper/white board 	<ul style="list-style-type: none"> • Facilitator’s Guide

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5 min.		Icebreaker Activity <ul style="list-style-type: none"> Identify a short activity to get participants engaged and ready to learn. 	<ul style="list-style-type: none"> Activity materials, if any
10–15 min.		Section 1 of Module	<ul style="list-style-type: none"> Online module Facilitator’s Guide
10 min.		Reflection or Activity <ul style="list-style-type: none"> Follow the Facilitator’s Guide to lead the participants in the reflection or activity. Use strategies from Training Strategies for Adult English-Language Learners (Handout 3) to support your facilitation. 	<ul style="list-style-type: none"> Online module Facilitator’s Guide Handout 3 Participant handouts/folder
10–15 min.		Hands-on Activity <ul style="list-style-type: none"> Follow the Facilitator’s Guide and instructions for leading participants in the hands-on activity. Distribute supplies for the activity including handouts (if any). Use strategies from Handouts 3 to support your facilitation. Encourage participants to share their final product (See the Facilitator’s Guide for reflective questions.). 	<ul style="list-style-type: none"> Online module Facilitator’s Guide Handout 3 Participant handouts/folder
10 min.		Action Plan <ul style="list-style-type: none"> Go to the action plan slide in the module and press play. Distribute the action plan sheets. Refer to the Facilitator’s Guide for more instructions. Provide an example of your action plan after viewing the action plan slides. Allow participants to share their plan, if comfortable. 	<ul style="list-style-type: none"> Online module Facilitator’s Guide Handout 2B Action plans

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<p>5 min.</p>		<p>Question and Answer</p> <ul style="list-style-type: none"> • Address any final questions that haven't been answered; <i>remember it is ok to say the following:</i> <ul style="list-style-type: none"> ○ <i>"Let me find out more and get back to you."</i> ○ <i>"What does everyone else think about this?"</i> 	<ul style="list-style-type: none"> • Online module • Facilitator's Guide • Handout 3
<p>5 min.</p>		<p>Thank Participants</p> <ul style="list-style-type: none"> • Share additional training dates (Refer to the Facilitator's Guide for objectives.). • Thank everyone for coming. • Request to complete a training evaluation to improve your facilitation of trainings. 	<ul style="list-style-type: none"> • Facilitator's Guide • Handout 3 • Evaluation