

Module Facilitation Planning Guide

This guide can be utilized for each meeting or training where modules are used. The guide includes questions about time management, preparation, and post-meeting reflection.

As a reminder, each module has a facilitation guide and activity guide to assist facilitators in planning and preparing for meetings.

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

Pre-Training Planning

Planning Components	Facilitator Notes
<p>Which sections of the module will I use for this training?</p> <p>Consider the following:</p> <ul style="list-style-type: none"> How long is the meeting? Do I have time to do one section of the module do I have enough time to complete a module in its entirety? Is this the first, second, or third meeting in a series? If meetings are scheduled with the same group of parents, facilitators can reflect with those parents on how information from the previous meetings have been used. 	

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<ul style="list-style-type: none"> • Is there an assignment from last time for the participants? 	
<p>Which additional resources will I share? <i>This may include video clips from Aprendemos Juntos or links to websites with relevant information.</i></p>	
<p>What do I want to spend extra time reading or reviewing prior to the meeting?</p>	
<p>What do I need to print for the participants? This includes tip sheets, strategy handouts, and any other resources that are included in the module.</p>	
<p>What materials do I need to purchase for the activities?</p>	
<p>What key points or personal experiences do I want to share while facilitating?</p>	

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Post-Training Planning

Planning Components	Facilitator Notes
<p>What went well? What reflective questions had a lot of responses? What other discussion points came up during the meeting?</p>	
<p>What key points or discussion items do I want to recap the next time this group meets? <i>Repeating some key points within the module helps participants recall what was covered. By including points shared by participants, facilitators build community with participants.</i></p>	
<p>What do I want to change next time this training is presented?</p>	