

## LEAD FACILITATOR'S CHECKLIST

As a lead facilitator, you take prime responsibility for the overall functioning of the facilitator team and the smooth running of the workshop.

This is self check list to **support you** in preparing for the workshop. It's not a test! You can use it in any way you wish. You can also use it as a basis for discussions with your mentor.

### BEFORE THE WORKSHOP

TASKS	DID I	DIDN'T I
Confirm with the regional co-ordinator that the workshop organisation and team are in place.		
Contact the team before the workshop with draft agenda, information about who's on the team, and how to contact each other. You may also wish to remind the other team members to bring manuals and to read certain sections in advance.		
Remind other facilitators to familiarise themselves with Transforming Power and to have prepared their input in advance.		
Checking that co-facilitators have a designated mentor.		
Check with organiser that there is someone to meet and greet participants		
Arrange the time and venue for the facilitators to meet before the workshop for team building and planning		

### PRIOR TO SESSION 1 – TEAM MEETING

TASKS	DID I	DIDN'T I
Team Building and contract		
Agenda planning		
Have regard to the experience of the team members in regard to exercises they volunteer to do		
Check timings for sessions, meals etc.		
Check venue for Health and Safety issues		
Determine the 'housekeeping' issues the group needs to know		
Prepare agenda, unanswered questions etc.		
Decide how to deal with upset or challenging participants		

### ONCE THE WORKSHOP IS UNDERWAY

TASKS	DID I	DIDN'T I
Ensure debriefing between sessions		
Take responsibility for the progress of the agenda, including time management and the safe completion of exercises - this may mean taking over if necessary.		
Take ultimate responsibility for the workshop. As the lead facilitator you need to be prepared to deal with emergencies and difficult situations.		
Take a fire register and inform participants of the fire procedures.		
Debrief between sessions and monitor the welfare of the team.		
Give feedback to the team. Identify strengths and weaknesses, suggestions of what to do next, refer to mentor as appropriate.		
Ensuring the safety and well-being of the group.		
Encourage other team members to take on exercises not previously facilitated in order to extend their competence.		
Ensure that participants who show interest in becoming facilitators are provided with relevant information and support.		

### AT THE END

TASKS	DID I	DIDN'T I
Ensuring register, participant evaluations, workshop evaluation and agenda (as delivered) is written up, agreed by the team, and sent to the regional co-ordinator and other team members.		
Reporting any accidents or incidents to the regional co-ordinator.		
Go through the participants' written evaluations.		
Be prepared to talk to team members' mentors, if approached.		

### NOTES TO SELF