

## SAMPLE: FACILITATOR MEETING CHECKLIST

Hand a "facilitator meeting checklist" to each person who agrees to facilitate or present at safety meetings. Do this as early as possible before the meeting. It identifies what you expect them to do. Spend a few minutes with presenters reviewing these items. Monitor or spot check what facilitators are doing at meetings. If you are responsible for the quality of meetings, evaluate consistently and fairly.

| FACILITATOR MEETING CHECKLIST      |                                                                                                                                                                                                                       |      |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Task/Issue                         | Description                                                                                                                                                                                                           | Done |
| Time                               | When does the meeting begin and end? What about breaks and meals?                                                                                                                                                     |      |
| Location                           | Where is the meeting to be held? Be early.                                                                                                                                                                            |      |
| Pre-meeting preparation            | Complete all pre-meeting preparation. See the Meeting Planning Checklist and the Meeting Resource Guide.                                                                                                              |      |
| Topic                              | Has the topic been agreed upon? Are the goals clear? Can the meeting be completed in the time allotted?                                                                                                               |      |
| Objectives                         | Objectives should be clear and state what participants will be able to do upon completion of the meeting.                                                                                                             |      |
| Agenda                             | Provide an agenda, if appropriate—overhead/flipchart/handout.                                                                                                                                                         |      |
| Key points                         | Include an introduction, topics/activities, and wrap-up. Tell them what they will do, do it, and what they have done.                                                                                                 |      |
| Employee participation/ activities | Make sure that employees are involved in activities and discussion during the meeting. Hour-long lectures are seldom effective ways for people to learn.                                                              |      |
| Visuals/ Demos                     | Prepare visuals beforehand.                                                                                                                                                                                           |      |
| Style                              | Believe in your message. Be enthusiastic and informed.                                                                                                                                                                |      |
| Q and A time                       | Allow time for participants to ask questions.                                                                                                                                                                         |      |
| Evaluation                         | Decide how to obtain feedback at the end of the meeting. Use an evaluation form. Also, use informal methods such as asking people to write comments on a self-stick note and place it on the door as they leave, etc. |      |
| Follow-up                          | Be sure to assign responsibilities on action items.                                                                                                                                                                   |      |
| Minutes/ Report                    | Assign someone as recorder to take minutes. Be sure they are sent out within three working days to all appropriate people.                                                                                            |      |

# Facilitator Guide Template Microsoft Word

**Christian Drosten**



## **Facilitator Guide Template Microsoft Word:**

## Unveiling the Power of Verbal Artistry: An Mental Sojourn through **Facilitator Guide Template Microsoft Word**

In a world inundated with displays and the cacophony of immediate interaction, the profound energy and mental resonance of verbal art often diminish into obscurity, eclipsed by the continuous onslaught of sound and distractions. However, set within the musical pages of **Facilitator Guide Template Microsoft Word**, a charming perform of fictional splendor that pulses with natural thoughts, lies an memorable journey waiting to be embarked upon. Composed with a virtuoso wordsmith, that magical opus books visitors on an emotional odyssey, lightly exposing the latent possible and profound impact stuck within the delicate internet of language. Within the heart-wrenching expanse of the evocative analysis, we shall embark upon an introspective exploration of the book is key styles, dissect their captivating publishing style, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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