

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

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