

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.	

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Lei Shi



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Table of Contents Facilitator Guide Template Microsoft Word

1. Understanding the eBook Facilitator Guide Template Microsoft Word
 - The Rise of Digital Reading Facilitator Guide Template Microsoft Word
 - Advantages of eBooks Over Traditional Books
2. Identifying Facilitator Guide Template Microsoft Word
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Facilitator Guide Template Microsoft Word
 - User-Friendly Interface
4. Exploring eBook Recommendations from Facilitator Guide Template Microsoft Word
 - Personalized Recommendations
 - Facilitator Guide Template Microsoft Word User Reviews and Ratings
 - Facilitator Guide Template Microsoft Word and Bestseller Lists
5. Accessing Facilitator Guide Template Microsoft Word Free and Paid eBooks
 - Facilitator Guide Template Microsoft Word Public Domain eBooks
 - Facilitator Guide Template Microsoft Word eBook Subscription Services
 - Facilitator Guide Template Microsoft Word Budget-Friendly Options
6. Navigating Facilitator Guide Template Microsoft Word eBook Formats

- ePub, PDF, MOBI, and More
 - Facilitator Guide Template Microsoft Word Compatibility with Devices
 - Facilitator Guide Template Microsoft Word Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Facilitator Guide Template Microsoft Word
 - Highlighting and Note-Taking Facilitator Guide Template Microsoft Word
 - Interactive Elements Facilitator Guide Template Microsoft Word
 8. Staying Engaged with Facilitator Guide Template Microsoft Word
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Facilitator Guide Template Microsoft Word
 9. Balancing eBooks and Physical Books Facilitator Guide Template Microsoft Word
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Facilitator Guide Template Microsoft Word
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Facilitator Guide Template Microsoft Word
 - Setting Reading Goals Facilitator Guide Template Microsoft Word
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Facilitator Guide Template Microsoft Word
 - Fact-Checking eBook Content of Facilitator Guide Template Microsoft Word
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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