

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

**Beth Melton, Mark Dodge, Echo
Swinford, Andrew Couch**



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Marriage in the Lord, Facilitator's Guide Leisa Anslinger, Corinna Laughlin, Danielle Noe, Michael Ruzicki, 2021-02-04 Marriage in the Lord Forming Couples for a Sacramental Marriage provides marriage ministers with fully prepared formation sessions in order to facilitate discussion with engaged couples preparing to be married in the Catholic Church in a dynamic and meaningful way

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Handbook of Test Development Thomas M. Haladyna, Steven M. Downing, 2011-04-26 Despite the fact that test development is a growth industry that cuts across all levels of education and all the professions there has never been a comprehensive research oriented Handbook to which everyone developers and consumers can turn for guidance That is the mission of this book The Handbook of Test Development brings together well known scholars and test development practitioners to present chapters on all aspects of test development Each chapter contributor is not only a recognized expert with an academic and research background in their designated topic each one has also had hands on experience in various aspects of test development This thirty two chapter volume is organized into six sections foundations content item development test design test production and administration and post test activities The Handbook provides extensive

treatment of such important but unrecognized topics as contracting for testing services item banking designing tests for small testing program and writing technical reports The Handbook is based on the Standards for Educational and Psychological Testing which serve as the foundation for sound test development practice These chapters also suggest best test development practices and highlight methods to improve test validity evidence This book is appropriate for graduate courses and seminars that deal with test development and usage professional testing services and credentialing agencies state and local boards of education and academic libraries serving these groups

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School Portfolio Toolkit Victoria Bernhardt, 2013-10-02 The School Portfolio Toolkit is a book that includes over 300 tools strategies templates and examples for use in building school portfolios and for planning implementing and evaluating continuous school improvement The Toolkit was written to support school personnel with the mechanics of putting together a school portfolio as well as to offer processes and strategies to move whole school staffs into and through continuous improvement The tools in the Toolkit will help staffs create implement and maintain school portfolios and begin the journey of continuous improvement Each chapter deals with one topic related to the school portfolio and comprehensive school improvement with related documents and tools The School Portfolio Toolkit book provides templates tools examples and strategies that will help you analyze your school s data create a vision that is truly shared by the school staff build a continuous school improvement plan to implement the school vision formulate a leadership structure to implement the vision involve parents community and business in implementing the vision embed up to forty different powerful professional development designs into your school plan evaluate your continuous school improvement work and create a School Portfolio that will organize and serve as a framework for the continuation of this work

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Barbazette,2008-05-14 This book presents time saving strategies tactics and a host of job aids to get the best result from the corporate learning function It will serve both as a must have reference tool and as a practical survival guide for workplace learning professionals who face unique challenges in accomplishing their responsibilities Several strategies and tactics are offered to organize the roles and responsibilities of the training function There s authoritative advice too for managing the function including staff management communicating expectations setting the learning agenda coaching subject matter experts hiring consultants and vendors managing content working with learning portals setting up and managing a learning resource center marketing and building internal support for training and integrating learning into the business

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time time of scheduled breaks if any etc

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