

A companion resource
to the book **Design to Engage**
by Beth Cougler Blom.

AVAILABLE AT:
DESIGNTOENGAGEBOOK.COM

PREPARATION *Checklist*

Once you have finished designing your lesson plan, you can turn your attention to preparing to facilitate your session.

Add your own preparation routines to this list:

- Set goals related to anything you want to personally accomplish in the session that will help you grow your facilitation practice.
- Meet with your co-facilitator(s) to prepare for the session. Have a conversation about what you hope facilitating the session together will look like. Share your goal statements with each other.
- Review your lesson plan. Make sure you are familiar with the major sections.
- Prepare and print any handouts.
- Prepare for any accompanying technology.
- Decide how you will gather participant feedback and create the form, survey, or tool.
- Finalize any visuals that will accompany your session.
- Pack your facilitator's toolkit full of supplies and materials.
- Carry out any self-care routines that will help you feel calm and ready to facilitate.
- Plan how you will take care of yourself during the session.
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