
Before the Workshop Session

The following tasks should be completed before the workshop session:

- Send out flyers** announcing the workshop and the dates.
- Duplicate all handouts** for the session (H1- through H-21) and arrange them into packets. By providing one packet of materials to each individual, constant handling of materials during the session can be avoided.
- Make transparencies** from the Transparency Masters (T-1 through T-17).
- Order all equipment** (overhead projector, screen, flip charts) Make certain projector is operating correctly. Also check the size of the screen and the clarity of print from the back of the room.
- Obtain name tags** for participants.
- Make tent cards** for each of the expert groups: Expert Group A, Expert Group B, Expert Group C.
- Arrange for a place** to hold the workshop session and make sure it has sufficient space and movable chairs for break-out activities. Consider which room arrangement will best facilitate your activities
- Prepare a sign-in sheet** to verify attendance. Include space for participant's names, addresses, program names, addresses and phone numbers for future contact.
- Arrange for any refreshments and lunch** that will be available.
- Read the Trainer Notes for the session**, pages 1-18.
- Review** handouts H-1 through H-21 and transparencies T-1 through T-17 and Supplements S-1 through S-16.