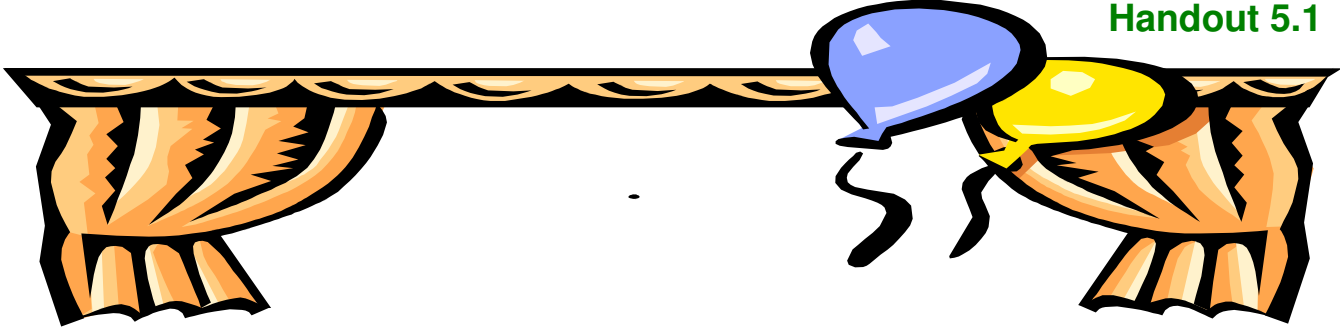


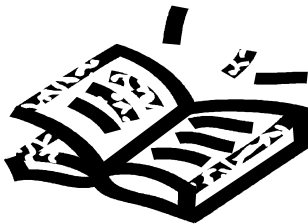
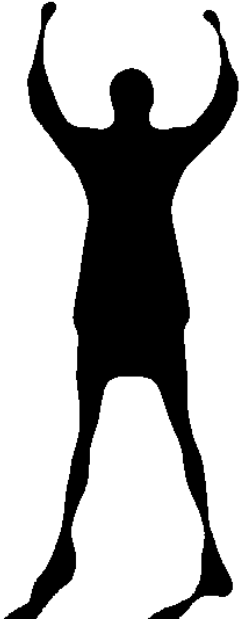
Handout 5.1



↑ Setting and environment ↑

↓ Presentation skills

activities & methods ↓



Content and materials

D. Facilitator checklist

Amend or add to “What makes a good session” in the first column, then decide if it is Essential, Desirable (or cross out if neither) and tick the relevant column Tick ‘Can Do’ if you can do it or know how to get it done or ‘Want To’ if you’d like to learn how to do it.

What makes a good session	Essential	Desirable	Can Do	Want to
Setting and environment				
Transport available				
Childcare options – on site or at home				
Translation / interpretation				
Suitable time (start & finish) for participants				
Welcoming – clear sign posts				
Welcoming – greeters at the entrance				
Refreshments, food to cater for diverse diets & tastes				
Light, informal, warm				
Accessible for wheel chairs, hard of hearing & other				
Seating comfortable, cabaret style or in a circle				
Displays of children’s work, photos and relevant				
Music playing before and after				
Content and materials				
Relevant to what parents want and expect				
Practical, useable information				
Jargon Free, non-patronising				
High Quality up to date				
Not too much – avoid information overload				
Presentation skills, abilities & attitudes				
Confident				
Respectful of parents				
Non threatening / non-judgemental				
Humility – recognising participants’ expertise				
Good humour				
Able to find out what participants want				
Able to start from where participants are				
Knowledgeable of the subject matter and materials				
Able to establish rapport quickly				
Flexible & resourceful				
Able to respond positively to challenging people				
Empathy				
Able to check participants’ mood, progress &				

What makes a good session	Essential	Desirable	Can Do	Want to
Able to encourage, praise & give supportive feedback				
Activities and methods				
Reveal content early – posters, handouts,				
Use variety of methods & activities				
Create contrast in activities, tone of voice & pace				
Interactive/two way				
Use people's own experience				
Use images, photos and video's				
Involve parents in presenting parts of the session				
Use stories & anecdotes				