The Facilitator’s Toolbox Checklist

☐ Timer
☐ Markers
☐ Tape
☐ Pen/pencil – for you, extras for team
☐ String and push pins – (if you can’t tape on walls)

☐ use push pin to secure string in corner of ceiling and wall
  o unroll about 6 - 8 ft of string
  o Pin up big loop of string in angle where wall meets ceiling. Looks like a big half circle “swoop” hanging down
  o Note: have string hanging down far enough so you can reach up and tape chart paper to string easily. Can get 2 -3 sheets of chart paper / swoop.

☐ Sticky notes – big 3x5 & little 2x2 - for you

☐ 1 sticky pad and marker for each small team in group.

☐ Premade charts –
  o Session Objective
  o Agenda
  o Agreements
  o Consensus
  o Parking Lot.
  o [I keep a pre-made set of these rolled up and secured with a rubber band in my office at all times. That way I can walk into a room and post them in less than five minutes and be good to go]
☐ Visual Cue for Role Change from Facilitator to SME and back again
  ☑ Flower lei, beads, visor, hat

☐ Water, coffee, energy snacks – nuts, bars, fruit, yogurt

☐ Peppermints

☐ Play dough/tactile stuff – for team

☐ Bag of markers – 2 to 3 markers at each easel for small group work

☐ Gifts for end of session

☐ Your Accordion folder containing the following –
  ☐ My Agenda,
  ☐ Handouts,
  ☐ Evaluation forms
  ☐ Extra white paper – for whatever…
  ☐ Name tents for participants
  ☐ Business cards
  ☐ Stickers – if training session
  ☐ Contact Information Signup sheet for Team phone, email, etc

☐ IPod Dock and iPod – fully loaded with groovy tunes.