



## **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
  - unroll about 6 - 8 ft of string
  - Pin up big loop of string in angle where wall meets ceiling. Looks like a big half circle “swoop” hanging down
  - 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 –
  - Session Objective
  - Agenda
  - Agreements
  - Consensus
  - Parking Lot.
  - [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.