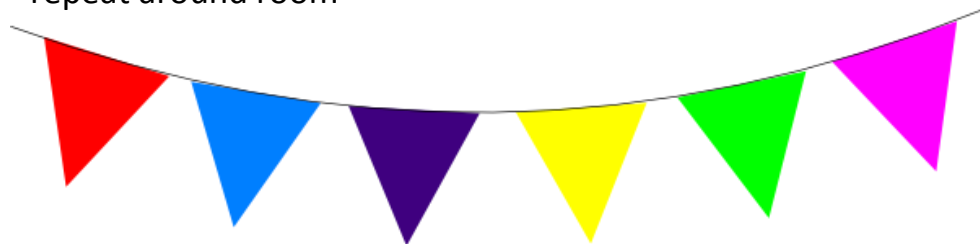


## The Facilitator Toolbox

- Timer
- Pens - for you and team
- Markers - for you and team
- 2 – 3 markers at each easel for small group work
- Sticky notes – 3 x 5
  - 1 sticky pad and different colored marker for each small group within large team seated in U-shape
- Premade charts – Session Objective, Agenda, Agreements, Consensus, Parking Lot
- Masking Tape (or blue painter’s tape)
- String and push pins – (if you can’t tape on walls - may need ladder for this)
  - make a little loop on end of string
  - use push pin to secure string at corner of ceiling and wall
  - move ladder down wall about 6 – 8 ft. Unroll about 6 - 8 feet of string depending on ceiling height
  - pin up string in a big swoop in angle where wall meets ceiling. Looks like a big half circle “swoop” of string 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 per swoop (see example below). Pretend colored flags are actually chart paper.
  - repeat around room



- Easels/Chart Pads
- iPod Dock and iPod/phone – fully loaded with groovy tunes.
- Visual Cue for Role Change from Facilitator to SME - Flower lei, beads, visor
- Water, coffee, energy snacks – nuts, bars, fruit, yogurt
- Peppermints – for team (and you ☺)
- Play dough/tactile stuff – for team
- Thank You Gifts for end of session
- Your Accordion folder
  - My Agenda
  - Handouts
  - Evaluation forms
  - Extra white paper – for whatever...
  - Name tents for participants (cardstock weight)
  - Business cards
  - Stickers – ( for training session)
  - Contact Information / Sign-up sheet for Team
- Other Supplies: