



P L A N

PLANNING AND ROOM PREPARATION



KIDCARE
CANADA

nurturing the best possible start





INTRODUCTION

The ideas in this document work for any kind of educational session, including of course, KIDCARECANADA sessions. They relate back to the Facilitation Guide, and are also useful for presentations.

This document provides an overview of the steps involved in planning a fairly formal session. However, they are also useful for a casual session. Feel free to omit the steps that do not apply.

Note: we also include checklists you can use to be sure you haven't missed anything.

PREPARING BEFORE YOUR SESSION

Things to do before a session **P**₃ **L**₁ **A**₁ **N**₁

Before you leave for your road trip, you will want to have a destination in mind, know who you are traveling with and what you need to take. When leading a session, you will need to:

- Choose a topic
- Choose a venue and get to know it
- Inform/promote your session
- Gather materials

When organizing the content of your session, consult the separate document **Teaching Framework and Quick Facts about Adult Learning**. It provides an outline of the teaching framework **PAR: Previous Learning, Application, and Reflection** and facilitation steps.

When you want to know more about how people learn consult the document **Adult Learning Overview**. There you will see how that mnemonic **PREPARE** incorporates the teaching framework and provides useful information to enhance your facilitation skills.

Choose a topic

Choosing a topic – When you plan your topic, consider your audience and use what you know about them to choose relevant KIDCARECANADA materials. You might also decide to have a guest speaker to help meet the audience’s needs, etc.

Choose a venue and get to know it

Choosing a venue – location, location, location!

- Is this location convenient for the people you want to attract?
- Can you visit the location in advance? We know that’s not always possible, but it is valuable and reassuring to see the space ahead of time. That way you can envision the session more clearly.
- Is there access for people with disabilities?
- Will you be able to adjust the lighting so it is appropriate to show videos?
- Does the sound system enable everyone in the room to hear clearly?

Inform/promote your session

You may have an audience already lined up for your session, but if not, here are some ideas to let people know about it:

- Ask your partner organizations if they can promote your session.
- Consider using flyers, local newspaper, websites and social media including Facebook, Twitter, etc.
- Let people know if it is possible to receive credit (e.g. ECE) for attending. Remember to include this in your description.

Gather materials

Gather/order these in advance. For informal sessions you may not require everything on this list.

- Sign-in sheets
- Name tags
- Handouts, if required
- Healthy snacks
- Feedback forms (see “Evaluation”)
- Paper and pencils for those who don’t have supplies
- Sticky notes for compiling comments
- Flipchart, paper, markers and painters’ tape

Things you can do before the session

Plan the approximate time frames for each section of your presentation. Ensure you cover the key points you want to make. Decide on the order. Build in adequate time for each activity and breaks. You may want to use the suggested agenda template.

- Pre-write on your flip chart
 - * Name(s) of facilitator(s)
 - * Title of session
 - * Duration of session
 - * Breaks

Prepping the room for technology

You will want to know in advance what technology you need and what is available to you. If you want to show a video and won’t have WiFi, you may need technical support to download from YouTube (the video you want to show) onto a thumb drive or other device that works with the computer you will be using.

For those of you using KIDCARECANADA videos, note they are available on our website <http://kidcarecanada.org>

and also on YouTube

<https://www.youtube.com/user/KidCareCanada>

Make sure you have the ability to present whatever content you wish to provide.

- Arrange for a screen that will be visible to all.
- Arrange for a projector if required.
- Arrange to have an effective sound system.
- Arrive early to ensure the technology works – have AV support if needed and extra cords.

Other venue considerations

- Do you need a key or an alarm code to get in and to lock up when you leave?
- Learn where the bathrooms are.

Room Setup

- Will you have access to enough chairs for participants?
- Post the session outline, so that participants entering the room can easily see it.
- Place your flipchart or whiteboard in a convenient location for taking notes.
- Arrange refreshments, garbage cans, napkins or cloths for spills.
- Prepare and post a blank “parking lot” page (chart paper on the wall where ideas can be held for later discussion etc.).
- Post blank pages for
 - * Participant introduction guidelines”
 - * “Ground rules”
- Place a pen and stickies on every chair for participants to use during the session.

CHECKLIST:

Before you lead a session check for these things.

Topic Defined

- KIDCARECANADA video(s) selected that are appropriate for your audience (available at <http://kidcarecanada.org> and <https://www.youtube.com/user/KidCareCanada>)

Audience Identified

- And ready for the topic

Venue Selected for Convenience

Promotion Completed

- All avenues explored
- Check whether accredited (ECE or other?), if so, share as part of promotion

Materials - Gathered/ordered for the Session

- Sign-in sheets
- Name tags
- Handouts (if needed)
- Healthy snacks
- Feedback forms
- Paper and pencils or pens for those who don't have supplies
- Sticky notes for compiling comments
- Flipchart, markers, paper, and painters' tape for "parking lot" ideas that you want to save for later discussion

Room Details Confirmed – Technology and More

- Know in advance what technology is available to you
- Check to see if there will be WiFi in the room for KIDCARECANADA videos
- If you won't have WiFi, ensure you have the technical support to download the videos onto a thumb drive or other device that works with the computer you will be using.
- Arrange for a screen that will be visible to all and ensure you have an effective sound system.
- Do you need a key or an alarm code to get in?
- Is there access for people with a disability?
- Provide comfy chairs, especially if babies are coming – perhaps have cushions on hand
- Have AV support if needed along with extra cords

CHECKLIST:

Arrive early and when you enter the building here's what you need to do.

Check your technology

- If you have an AV person they may be able to check that all your technology works for you. Otherwise, test everything yourself and have it set and ready to go so that all you have to do is press "play."

Set up the sign-in table

- Ideally you will have a helper for this. This is where you will distribute nametags if you are using them. Helpful hint: arrange for people to write their own names. This avoids spelling errors and people will not be forgotten!

Arrange your presentation materials

- Have a pre-written chart of your outline for the session. Place it where it is visible when people enter the room. Include the name(s) of facilitator(s) title of session, duration of session, and breaks.
- You might also include flipchart pages with headers for "Introduction Guidelines" and "Ground Rules" pages along with a "Parking Lot" page that will be written on during the session.
- A "Goals" or "Learning Objectives" page should also be ready to go. You may want to keep it hidden at the onset or clearly visible.
- Make sure there is another flipchart, whiteboard or other method for taking notes, in a convenient location.

Arrange the things you've brought to the room

- Place your refreshments, garbage cans, napkins or cloths for spills, etc. in convenient locations.

Find out how your environment "works"

- Be ready to adjust the lighting so it is appropriate to show videos
- Learn where the bathrooms are.

We acknowledge
The Victoria Foundation and the Province of British Columbia for their financial support.

DISCLAIMER

The content of KIDCARECANADA videos is informed by current research and shared by experts in the field. It should not be used for diagnosing or treating, and is NOT a substitute for professional care.