

PRIOR TO THE DAY

- Meet with co-facilitator to go through course materials
- Collect
 - Course folder
 - attendance form
 - certificates (last day of course)
 - Giant post-it note pad
 - Name tags
 - DC pencil case
 - snacks and tea
 - DC promotional materials – course guides, flyers, enrolment forms
- Know where you're going – find out address, room, and contact person at venue
- Purchase snacks – collect Woolworths voucher from DC Learning Consultant
(note that DC has a stash of less-perishable snacks for all courses – check out what we've got before you order!)

ON THE DAY

- Arrive at least 1 hour early (earlier if OHS orientation required)
 - If at CYMHS, Set up table outside room with attendee list. Place attendee list on a clipboard and ensure all attendees sign in. In the first break, get reception to copy this, and in the event of an emergency, take list to show fire warden.
- Check IT – projector / tv connection, sound
- Organise resources – e.g. clipboard pre-loaded with handouts, location of handouts in the room
- Set-up space –
 - you might consider the room temperature, layout of furniture, lighting
 - OHS requirements – no tripping hazards, access to the exit
- Set-up snacks and tea
- Boil the kettle / plug in the urn
- Start the powerpoint
- Make sure students sign in on attendance sheet

AFTER THE SESSION

- Take photos of post-it / whiteboard notes
- Return furniture to original position
- Remove rubbish
- Clean cups
- Turn off heating / cooling
- Clean whiteboards / take down post it notes
- Debrief with co-facilitator DC Learning Consultants
 - what went well, what would we change for next time, highlights
 - flag concerns
 - communicate changes and additions to course/resources
- Return course folder and resources to DC
 - Make sure the attendance sheet is in there!
- High-five your co-facilitator

GENERAL

- Keep Working With Children and police checks up to date – DC Learning Consultants will need to cite new card/check