

WORKBOOK 4.3: SETTING UP FACILITIES AND EQUIPMENT ACTIVITY

Purpose:	The purpose of this activity is to practice setting up training facilities and equipment.
Duration:	20 minutes (10–preparation; 10–discussion)
Group composition:	Small Groups
Debrief:	Large-Group Discussion
Equipment:	Equipment will depend on the assignment.

Directions:

1. In **Part 1, Preparing Equipment**, review the items your facilitator has arranged on the table. List the items you would check before conducting the training and be prepared to explain why.

2. In **Part 2, Collecting Equipment**, work with your team to answer the questions below. Record your responses on chart paper.

- a. What types of equipment do you plan to obtain for your training?
- b. How will you obtain the equipment?
- c. What procedures will you use to secure the equipment before, during, and after each course offering?

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