

Capstone



Module Objective

- **At the end of this module, you will be able to facilitate a 20 minute training session**

Review

- **Preparation**
- **Facilitation checklist**
- **Feedback process**
- **Practice presentations**

Preparation (1 of 2)

- **Step 1 – The Outcomes**
- **Step 2 – The Big Picture**
- **Step 3 – The Details**
- **Step 4 – The Test**

Preparation (2 of 2)

- **Customize the content**
- **Anticipate participants' questions and be prepared to answer them**
- **Prepare learning activities**
- **Prepare the classroom**
- **Check the equipment**
- **Rehearse**

Facilitation Checklist

Refer To:

Workbook 5.1



- Lists the skills to be demonstrated
- Used to provide feedback



Feedback Process

Refer To:

Workbook 5.1



- **What did you do well?**
 - Presenter
 - Observers
- **What would you do differently next time?**
 - Presenter
 - Observers

Feedback should be

- **Constructive**
- **Specific**
- **Concise**

Practice Facilitation

Refer To:

Workbook 5.1



Handout 3.1



- **Preparation**
 - Review the assignment handout
 - Plan how to use your preparation time
 - Gather all needed items
- **Practice the presentation**
- **Presentation**
- **Feedback**

Facilitate Training

Module Summary

- **Great Challenges**
- **Lessons Learned**
- **Continued Improvement**