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**Facilitator Guide – Logistics**

This logistics guide provides facilitators with the information they need to conduct a professional learning session and includes recommendations for planning and executing a workshop. To help with the planning process, we have included links to the [logistics spreadsheet](https://docs.google.com/spreadsheets/d/1d-Zx0Wh5O4xCVcIpmsVxCdEcPpLD3zudYJSzrGpJcKE/edit#gid=576650217) and other templates to help with preparation.

Planning

* Develop planning timeline
* Determine your budget
* Seek sponsorship and funding, if necessary
* Select modules(s)
* Select date and time

AV & Catering

* Secure meeting space
* Assess AV needs
* Determine any catering needs

Registration & Outreach

* Create registration form from [registration template](https://docs.google.com/forms/d/1elLfrJOR7lUzrfht_r1IeR5aXHPO3iJUbt8I2moBvOA/edit)
* Email [invitation](https://docs.google.com/document/d/10DJdBEzT4xnVaFqupICOnyYLg0ssgqEwzjRPbZ_cV44/edit) with link to registration form
* Share invitation via social media
* Complete registration list
* Send participants an email reminder

Customize Module

* Customize agenda on presentation slide deck
* Select [activities from toolbox](https://docs.google.com/document/d/1LuFmTem4YZ8lKT9bqT8wsHX3oTu_L6HozH96sVWD-r8/edit)
* Use [presenter template](https://docs.google.com/document/d/10Jp_em9pVP23iJ6zzDOdsjxd2uYSPfOOXbUGp3RCtpY/edit) to invite presenters for the rapid fire presentations
* Develop evaluation forms from [evaluation template](https://docs.google.com/document/d/1o-wz3maFKs9NheNMHc21nP_RIlBvm3UYedJfRzecg8A/edit)
* Create an online document for shared notes

**Facilitator Guide Primary Components**

Each facilitator guide includes instructions for step by step activities, with suggested times for each activity, as well as narrative content and resources to support the topic.

Each guide is accompanied by a presentation slide deck for use during the workshop

**Session Overview (Total time: 90 minutes) \*\***

* Welcome and Introductions (5-10 minutes)
* Background (10 minutes)
* Strategic Planning Tools (5-10 minutes)
* Brainstorming Stickie Activity (5-10 minutes)
* Exemplar Rapid Fire Presentations (10-15 minutes)
* Collaborative Leadership Activity (20-25 minutes)
* Policies and Initiatives (5 minutes)
* Reflection Activity (5 minutes)

\*\*Please note – the timing of activities requires a rapid paced session. Each facilitator will need to consider their audience (as related both to background knowledge and size) as well as future opportunities for professional learning around the topic and then choose the activities and time commitment for each.