Facilitated Discussion Program – Planning

Pre Program Planning

6-8 Weeks prior to the program

- Determine the date, time and location for the program
- Determine your minimum and maximum registration
- Book room and AV equipment
- Prepare promotional materials and registration process
- Promote the program

4 Weeks prior to the program

- Send promotional reminders about the program

2 Weeks prior to the program

- Print facilitator resources and participant materials:
- Checklist for Facilitated Discussion Program
- Facilitated Discussion Program Facilitator Tool
- Tip Sheet: General Disability Etiquette for Mammography Staff
- Tip Sheet: Tips for Mammography Staff on How to Work with Women with Disabilities
- Tip Sheet: Tips for Mammography Staff on How to Interact and Communicate with Women with Various Types of Disabilities
- Reflective Questions Worksheets (Facilitator and Participant Versions)
- Order catering for the workshop (optional); consider dietary needs of participants

3 Days prior to the program

- Send email reminders to participants, providing directions to the program location.
- If registration does not meet minimum numbers, cancel room booking, AV equipment, catering, and send a cancellation email to registered participants and managers

1 Day prior to the program

- Confirm the catering order, equipment and room booking
- Print signs for directions to the program location
- Review the facilitator guide and facilitator and participant materials
- Print the registration roster

Day of the Program

Before the program

- Post signs for directions to the program
- Set up chairs in the room in a manner that will support discussion among participants
- Set up the AV equipment
- Set up the registration/sign in area
- Receive catering

End of the program

- Remind the participants to gather all of their belongings
- Clean up any remaining materials
- Take down the signs for directions to the program

Post program

- Email the group of participants to notify them if any belongings were left behind
- Update your participant tracking system, confirming the names of participants who attended the facilitated discussion and those who did not
- Provide an electronic copy of the confirmed participants to the managers (if required)
- Send out thank you notes as required
- Write the program summary report (if required); summarize how the program went and any notes, tips, or suggestions for running future facilitated discussion programs