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## Creating an Enabling Environment

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# Simulation Workshop/Immersive Learning – Planning

### Pre Workshop Planning

#### 8-12 Weeks prior to the workshop

- Determine the date, time and location for the workshop
- Book rooms based on your maximum registration number
- Book SPs or other staff/people who will role-play during the workshop. Provide them with the role-play scenario materials:
- [Scenario 1: Mali Patel \(Booking\)](#)
- [Scenario 2: Rachel Booker \(Reception\)](#)
- [Scenario 3: Martha Robbins \(Mammogram\)](#)
- [Scenario 4: Kay Weisner \(Mammogram\)](#)
- Prepare promotional materials and registration process
- Promote the workshop

#### 4-6 Weeks prior to the workshop

- Meet with the SP coordinator and train the actors or staff/people who will role-play during the workshop
- Send promotional reminders about the workshop
- Gather/book equipment that is required for the scenarios

#### 2 Weeks prior to the workshop

- Print facilitator workshop resources and participant materials:
- [Checklist for Disability Education Simulation Workshop](#)
- [Disability Education Simulation Workshop Facilitator Tool](#)
- [Scenario Stems for Simulation Workshop](#) (a brief introduction to the scenario that will be taped outside the appropriate room doors)
- [Participant Evaluation Form](#)
- Order catering for the workshop (optional); consider dietary needs of participants and SPs/staff/people who will role-play

#### 3 Days prior to the workshop

- Send email reminders to participants, providing workshop instructions and directions to the workshop location.
- If registration does not meet minimum numbers, cancel room bookings, catering, SPs/staff/people who will role-play, and send a cancellation email to registered participants and managers

#### 1 Day prior to the workshop

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

## **Day of the Workshop**

### **Before the workshop (arrive at least an hour early)**

- Post signs for directions to the workshop
- Set up chairs in the main room in a manner that will facilitate discussion
- Set up the equipment in the SP exam/meeting rooms
- Tape each scenario stem to the appropriate room door
- Set up the registration/sign in area
- Receive catering

### **End of the Workshop**

- Hand out the evaluation forms (if using)
- Remind the participants to gather all of their belongings
- Clean up any remaining materials
- Strip linens in the scenario rooms and gather/put away equipment
- Check all rooms for participant belongings
- Take down the signs for directions to the workshop

### **Post Workshop**

- 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 workshop 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 workshop summary report (if required); summarize how the workshop went and any notes, tips, or suggestions for running future workshops (this is an opportunity to refine the process of planning, implementing and evaluating the workshop)