

SUPPLEMENTARY RESOURCES

Facilitator Preparation Checklist

- **Read through the Facilitator Guide** and TeamSTEPPS Pocket Guide and watch the videos.
- **Determine the best format for training (in person or virtual).** There are benefits to both formats. Consider the format of other well-attended meetings in your department, as well as participant access to and comfort-level with video conferencing technology.
- **Schedule the session.** Grand rounds or continuing education conferences are good opportunities. A mix of clinical backgrounds and experiences is ideal but not necessary.

(If the session is in person)

- **Book a room** that is an appropriate size with audiovisual equipment (can play a video with audio from a computer or speakers) and seating for your group.
- **If you might not have access to a stable Internet connection during the training session, download the videos** from the link in this Guide to your computer or flash drive. (Note: they are large files and may take time to download.)
- **Test the audiovisual equipment and video** the day before the session.

(If the session is virtual, obtain expert support for use of the video conferencing platform if needed.)

- **Ensure participants have access to the video conferencing platform.**
- **Create a meeting invite** on the video conferencing platform.
- **Test the video link, screen sharing, and creating breakout rooms** functions before to the session.
- **Consider ways to increase participation,** such as offering continuing education credits or snacks.
- **Constitute the groups for the debriefing (Optional).** Assign 4-5 people per group. A mix of different members of the healthcare team with varying levels of seniority is ideal. If your group is small, you can likely skip this step and make the teams during the session. If the session is virtual, you can create breakout room groups in advance, or you may assign a second person to create and assign people to the breakout rooms during the introductory section.
- **Prepare materials.** Print these for in-person sessions or send them in advance via email for virtual sessions:
 - Facilitator materials
 - Participant materials - 1 per participant
 - [Participant Worksheet](#)
 - [Pocket Guide](#)

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