



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)-

participant access to and comfort-level with virtual training. **Schedule the session.** Grand rounds or continuing education opportunities. A mix of clinical backgrounds and specialties.

(If the session is in person)

Book a room that is an appropriate size with a computer (with audio from a computer or speakers) and seating for participants.

If you might not have access to a stable Internet connection, download the videos from the link in this Guide. These are large files and may take time to download.

Test the audiovisual equipment and video link before the session.

(If the session is virtual, obtain expert support for use of the technology.)

Ensure participants have access to the video conferencing software.

Create a meeting invite on the video conferencing software.

Test the video link, screen sharing, and create a meeting invite.

Consider ways to increase participation, such as providing refreshments or snacks.

Constitute the groups for the debriefing (Optional).

Prepare materials. Print these for in-person sessions or send them to participants for virtual sessions:

Facilitator materials

Participant materials - 1 per participant

[Participant Worksheet](#)

[Pocket Guide](#)

Return to [Recommendations for Preparing for This Training](#)

