



Strengthening Families 10-14 Program Host Site Coordinator Check List

Facilitator trainings are designed for a minimum of 15 and a maximum of 25 participants.

Before the Facilitator Training

- ___ Determine dates for the two-day facilitator training.
- ___ Ask Carol Ostergren to contact trained facilitators. Carol will then find two trainers and inform you of their names. Three trainers may be used for a large group.
- ___ Reserve desired room(s) and organize the room set-up. You will need seating at tables, with enough space for large binders for each person, and also an open area for group activities.
- ___ Determine the registration fee. When a county UW-Extension office is sponsoring the training, a \$75-\$100 per participant fee is recommended to cover costs for snacks, lunches, equipment, facility, and program start-up costs. Registration fees remain within the purview of the sponsor. If UW-Extension is not the host, the training fee is \$3,000.
- ___ Each participant in the training is expected to bring a program manual. A manual can be purchased from the Strengthening Families Program 10-14 website at Iowa State University: <http://www.extension.iastate.edu/sfp/> for \$175. Manuals may often be borrowed from the county UW-Extension Office. Or other trained facilitators in the area.
- ___ Assist trainers with finding lodging accommodations, if needed.
- ___ Send information to the trainers regarding start times, locations and any other pertinent details.
- ___ Ask the facilitators what they will provide at the training (i.e. agendas, handouts, certificates, sticky notes, etc.), and determine what AV equipment and space they need for the training. Equipment and materials typically needed are: a DVD player and a TV, two flipcharts and easels, an LCD projection unit for the PowerPoint, and a laptop if available.
- ___ The trainers will have an agenda which will identify lunch times. This will help in the planning of delivered meals.
- ___ Design and distribute a facilitator training flyer once dates are confirmed. On this form, let participants know they must bring a copy of the Strengthening Families 10-14 binder to the training. Include with the flyer a registration form that contains the information you need for registration confirmation, for planning meals and snacks, to whom the check should be made payable, directions, registration deadline, etc. Also emphasize that it takes a 3 person team of facilitators to implement the training at the local level.
- ___ Include a space on the registration form for participants to indicate if they would like CEU's. They can earn 1.3 CEU's from UW-Extension, Madison, provided they complete the training in its entirety. Make no promise that these CEU's meet any specific requirement. They simply will receive a certificate indicating they received 1.3 CEU's.
- ___ When reservations are received, send out a confirmation letter including details of the day (i.e. what to wear, what to bring, directions, hotels, etc.)
- ___ Order lunches and snacks noting any special food requests.

___ Optional: call registrants a few days before the event to ask if there are any questions.

At the Facilitator Training

___ Organize a registration table with attendee names, nametags, and markers. Check off attendees.

___ Set up AV equipment and other needs requested by the trainers.

___ Arrange tables and chairs if needed.

___ Put out morning snacks and/or a light continental breakfast, lunch, and afternoon snacks. Replenish as needed.

___ Assist facilitators if needed.

___ If the room can be locked at the end of the session, participants can leave their manuals at their tables.

After the Facilitator Training

___ Provide the trainers with the names/addresses of participants who requested CEU's. The trainers will submit the necessary paperwork to Madison.

___ Ask the facilitators for recommendations that might be helpful for future trainings.

___ Provide a list of attendees to Carol Ostergren. With that information, Carol will send an invoice for the trainer fee.

___ Pay bills.

___ Optional: Compile a list of attendees with their contact information. Send electronically.