

Equipment and Materials List

Refer to these equipment and materials lists during your preparation, for best results.

Equipment

Here's some equipment you will need for this session:

- ☐ LCD projector and screen
- ☐ computer loaded with the PowerPoint slides
- ☐ remote, to advance slides and extra batteries
- ☐ projector, which should be placed on a table (as opposed to the projection cart that is usually delivered with it) so that you have room for supplies, Trainer's Guide, a glass of water, and other materials
- ☐ four to five flipchart stands with full pads of paper; bring one for your preprinted flipcharts and keep the other blank to use spontaneously, as needed; you should have extras for participant presentations on Day 3
- ☐ an extension cord and an extra projector bulb, just in case
- ☐ optional: whiteboard, DVD player, or other equipment as appropriate for your participants for activity 4-8 (see chapter 8).

Materials—General

- ☐ markers for trainer
- ☐ masking tape
- ☐ Trainer's Guide (see chapters 5–9)
- ☐ index cards
- ☐ PowerPoint presentation.

Materials—For Facilitator

- ☐ "Team 2 Notes" memo for activity 2-6 (on CD)
- ☐ pairwise card set for activity 3-2 (on CD)
- ☐ backup to the PowerPoint slides on your computer, on a CD or a memory stick
- ☐ articles or *Infolines* for the Skill Practice in activities 4-9 and 4-10
- ☐ large bag of M&Ms, popcorn, bubble gum, or other prizes.

Materials—For Each Table

- ☐ crayons
- ☐ markers for table tents
- ☐ colorful sticky notes in various sizes
- ☐ index cards
- ☐ Play-Doh, Koosh balls, or other tactile items
- ☐ inexpensive magnifying glasses to carry out the focus theme.

Materials—For Each Participant

- ☐ table tent
- ☐ Participant Guide
- ☐ envelope to mail congratulatory card
- ☐ certificate
- ☐ evaluation.