

# COORDINATOR SET-UP CHECKLIST

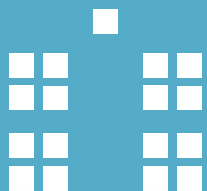
Thank you for helping us to ensure a smooth and productive learning experience for your learners.

## DESK ARRANGEMENT DIAGRAMS

U-shape (preferred)  
*Facilitator and projection screen at front*



Clustered squares  
*Facilitator and projection screen at front*



### Your facilitator will call you a week before the workshop to finalize the logistics.

- Please arrange to meet 30–60 minutes before the workshop so the facilitator can set up.
- Inform the facilitator of lunch break arrangements, such as the cafeteria's hours.
- Inform the facilitator about the presentation equipment you will provide and any other logistics.
- If applicable, tell the facilitator who from your company will be introducing the workshop. Provide contact information if you'd like the two to meet before the workshop.

### Before the workshop, please arrange for

- a table for the facilitator's materials (card-table size or larger is fine)
- an LCD projection set up
- two flip charts with stands and three new markers—different dark colors
- paper and pens for learners who forget their own
- someone to help the facilitator link to the projection system.  
*Please do not depend on one of the learners to assist. Everything should be ready before the learners arrive.*
- a backup person the facilitator can contact during the workshop if you are not available.

### The day of the workshop, please

- ensure that the boxes of workshop materials are in the training room
- turn off network access in the training room to help learners focus their attention on the workshop
- arrange the desks in a U-shape or in clusters to maximize interactivity (diagrams at left)
- meet the facilitator at your agreed-upon time
- make sure the facilitator has all building access passes or other provisions he/she will need
- touch base with the facilitator periodically throughout the day to see if he/she needs anything
- tell the facilitator how to contact you during the day.