Facilitation Financial Education

*Training Dynamics*

Jolene Bach

Rural Dynamics, Inc.
Introductions
Agenda

• Elements of great workshops/classes
• Preparation and logistic tips
• Audience
• Environment
• Tips and Tools
• Evaluation
What are our group guidelines?
What takes a workshop/class from good to great?
Great Workshops

• Preparation
• Know your audience
• Create the environment
Preparation

- Logistics
- Materials
- Set-up
- Double-check
<table>
<thead>
<tr>
<th>Time</th>
<th>Logistics</th>
<th>Preparation</th>
<th>Modeling</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00</td>
<td>Room A/B</td>
<td><em>Set-up powerpoint, 2 flip charts, table tents</em> Importance of prep in front</td>
<td></td>
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<tr>
<td></td>
<td>Greet attendees at the door</td>
<td>of seats, markers, toys, handouts at front, and business cards up front.</td>
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<td></td>
<td>as they come in and direct</td>
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<tr>
<td></td>
<td>them to pick a seat and</td>
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<td></td>
<td>write their name on a</td>
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<td></td>
<td>table tent.</td>
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<tr>
<td>2:15</td>
<td>Welcome and Introduction</td>
<td><em>Bio and session description on hand</em></td>
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<tr>
<td></td>
<td>by Board Member</td>
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<tr>
<td>2:18-</td>
<td>Introductions - have each</td>
<td><em>Prepare a flip chart for the expectations</em> Value of workshop/training</td>
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<tr>
<td>2:25</td>
<td>person tell their name,</td>
<td></td>
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<td></td>
<td>organization, and</td>
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<td>expectation or why they</td>
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<td>chose this session</td>
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<td>Housekeeping and Group</td>
<td><em>Prepare a group guideline flip chart</em></td>
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<tr>
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<td>Guidelines</td>
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<td>Popcorn - class techniques</td>
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Know Your Audience

• Keep learning styles in mind while preparing
  – Visual
  – Auditory
  – Kinesthetic/Tactile
• Knowledge and skill level
• Age appropriate materials
Create Your Environment

• Classroom style
• Set up can facilitate group bonding and dialogue
• Amenities
Tips and Tools

• Ice breakers
  – Fit into learning goals
  – Time frame
  – Fun!

• Trainer tools
  – Flip charts – Prep in advance
  – Blue wall
Tips and Tools

• Games and Activities
  – Role play
  – Small group projects
  – Scenarios
  – Jeopardy

• Curricula
  – Plenty out there
  – Make your own
Evaluation

- Written
- Verbal – pluses and wishes