

PICKADO

Facilitator Guide Template

Module Title

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Preparing to Facilitate

Purpose of this document

This facilitator guide is designed to help you drive learner achievement. Our aim is for you to have a successful delivery, enjoy a great facilitation experience, and play a key role in helping participants learn and grow.

Your role as a facilitator is crucial to the success of the session. Your leadership in presenting the content, guiding activities, and fostering discussions enables learners to grasp concepts in a supportive environment, which is essential for their ongoing productivity.

About the session

- Session length: TBD
- Target Audience: TBD
- Delivery: TBD
- Prerequisites for participants: TBD

Before the session



1 Review the “About the session” section—understand the desired learning goals and outcomes.

2 Familiarize yourself with the agenda—know the schedule, including breaks and transitions.

3 Prepare materials—ensure you have all necessary handouts, slides, and equipment ready.

4 Set up the virtual room—test audio-visual equipment.

5 Pre-read course content—thoroughly review all course materials and talking points.

6 Plan your facilitation—identify key points and questions to engage learners.

During the session

- Ensure all key points are addressed– “Content/Speaker Notes” section provides an outline of the discussion, including key points to cover.
- Engage learners–follow “Say”, and “Do” cues to start discussions and keep participants involved.
- Monitor the group–observe participants' reactions and **adapt as needed** to maintain engagement.
- Facilitate discussions–**encourage** participation, manage time effectively, and ensure a safe, inclusive environment for all learners. Use **open ended questions** to encourage deeper thinking and provide positive feedback and recognition to motivate participants. Adapt your approach based on their responses and engagement levels.




Materials needed





- Participant guides
- Slides
- Equipment/Tools

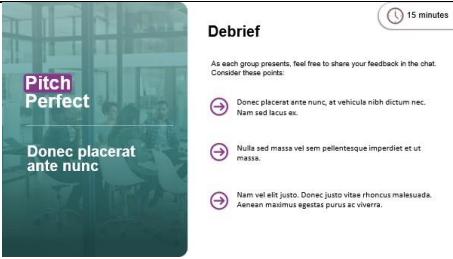



Timetable/Agenda

Start time	Sections	Main Points
8:00 AM – 8:12 AM EST	Introduction	<ul style="list-style-type: none"> • Welcome • Meet your host • Polling question • Program objectives • Agenda
8:12 AM – 8:47 AM EST	Group activity	<ul style="list-style-type: none"> • Group discussion • Debrief • Q&A
8:47 AM – 8:52 AM EST	Break	
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10:55 AM – 11:00 AM EST	Closing	<ul style="list-style-type: none"> • Summary • Feedback survey • Next steps

Speaker Notes

Section 1: Introduction			
	Content	Slide	Duration
1	<p>Duration: 5 minutes Goal: Set a warm, inviting tone for the session</p> <p>Do: Show title slide, play music, welcome participants as they join.</p>	 <p>Slide 1: Title slide</p>	3 min
2	<p>Duration: 3 minutes Goal: Establish credibility and rapport by introducing yourself</p> <p>Do: Share relevant experience and credentials, create a personal connection</p> <p>Say: "Welcome, everyone! I'm [insert your name], and I'm excited to be your guide for today's session. A little bit about me—I have [mention relevant experience, such as years in the industry, specific expertise, or roles you've held], and I specialize in [mention specific areas of expertise relevant to the session]."</p>	 <p>Slide 2: Meet your host</p>	5 min
3	<p>Duration: 2 minutes Goal: Engage participants interactively by presenting a polling question</p> <p>Do: Launch poll and gather participants' responses, encourage participation, comment briefly as responses start to come in</p> <p>Say: "To kick things off, let's start with a quick polling question. This will help us get a sense of where everyone is at and what you're bringing into today's session. Please take a moment to respond, and don't worry—there are no right or wrong answers. As the responses come in, I'll share some initial thoughts and observations."</p>	 <p>Slide 3: Polling question</p>	2 min

<p>4</p>	<p>Duration: 2 minutes Goal: Clarify purpose and objectives</p> <p>Do: Present the program objectives, give participants a clear understanding of what they will gain from the session, set expectations for the session's content and outcomes</p> <p>Say: "Now, let's take a look at our program objectives. By the end of the program, you'll be able to [mention objective 1 briefly], understand [mention objective 2], and be prepared to [mention objective 3]."</p>	 <p>Slide 4: Program objectives</p>	<p>2 min</p>
<p>5</p>	<p>Duration: 3 minutes Goal: Present agenda topics</p> <p>Do: Highlight key topics that will be covered and create a sense of progression</p> <p>Say: "Here's a quick look at our agenda for today. We'll start with an [insert topic] to give you an overview of what we'll cover. Then, we'll move on to learn about [insert topic], followed by a deep dive into our [insert topic]. Finally, we'll go over [insert topic] to see how everything ties together. Each section builds on the last, giving us a comprehensive view by the end of the session. Let's get started with [insert first topic]."</p>	 <p>Slide 5: Agenda</p>	<p>3 min</p>
<p>6</p>	<p>Duration: 1 minute Goal: Section divider</p> <p>Do: Introduce the first section of the session</p> <p>Say: "We're now moving into the first section of our session. In this part, we'll be diving into [mention topic]. This section will lay the foundation for everything we'll cover today, so let's get started."</p>	 <p>Slide 6: Section divider</p>	<p>1 min</p>
<p>7</p>	<p>Duration: 15 minutes Goal: This activity is designed to [insert purpose or objective of the activity]</p> <p>Do: Provide instructions for the group activity</p> <p>Say: "Now, we will move on to a group activity titled [Insert activity title]. This activity is designed to [insert purpose or objective of the activity]."</p> <p>Do:</p> <ul style="list-style-type: none"> • Provide instructions for the group activity. • Divide participants into groups of [insert number] people. Provide each group with 	 <p>Slide 7: Group activity</p>	<p>15 min</p>

	<p>[insert materials needed].</p> <ul style="list-style-type: none"> • Set a time limit of [insert time, e.g., 15 minutes] for completing the activity. • Ensure all groups are on track and understand the task. 		
8	<p>Duration: 15 minutes Goal: Reflect on the group activity and consolidate key learnings</p> <p>Do: Provide instructions for the debrief activity</p> <p>Say: "Let's come back together and debrief on the activity. This debrief is designed to [insert purpose]."</p>	 <p>Slide 8: Debrief</p>	15 min
9	<p>Duration: 5 minutes Goal: Clarify questions</p> <p>Do: Clarify any questions participants may have about the session content</p> <p>Say: "Let's take a few minutes for any questions you may have about what we've covered. Feel free to ask anything that needs clarification."</p>	 <p>Slide 9: Q&A</p>	5 min
10	<p>Duration: 5 minutes Goal: Provide participants with a rest period to recharge and prepare for the next section.</p> <p>Do: Ensure participants know the duration of the break and the exact time to reconvene. Be available for assistance/questions during the break.</p> <p>Say: "Let's take a break for 5 minutes. Please be back by [insert time] so we can continue with our next topic [Insert topics]."</p>	 <p>Slide 10: Break slide</p>	5 min
	<p>.</p> <p>.</p> <p>.</p>		
11	<p>Duration: 5 minutes Goal: Wrap up the session, summarize key points, and outline next steps.</p> <p>Do:</p> <ul style="list-style-type: none"> • summarize the main points discussed during the session. • thank participants for their engagement and contributions. • provide information on any follow-up actions or assignments. 	 <p>Slide 11: Closing slide</p>	5 minutes

	<ul style="list-style-type: none">• provide information on the feedback survey. <p>Say: "We've covered a lot of ground today on [insert topics]. Let's quickly recap the key takeaways from today's session (...). Your feedback is crucial in helping us improve future sessions. Please take a few minutes to fill out the post-session survey. Your insights and suggestions are highly valued. Thank you once again for your participation. Have a great day, and we look forward to seeing you in the next session!"</p>		
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