
Preparing to Facilitate a *Keep Connected* Session

Step 1

Internalize the session content, themes

- Read the latest version of the session (several times). If needed, download the latest version: www.ParentFurther.com/KeepConnected
- Review the background information on developmental relationships related to the session.

Sources: overview handout for families for the session, the “learn about it” sections of ParentFurther.com, and videos in the online Implementation Toolkit.

- Reflect on your own experiences related to the topic. How are these experiences a resource for facilitation? How might they get in the way?
- Internalize the session objectives, content, flow, and activities.
- Imagine a family you know participating. What would they experience?
- Identify any necessary adaptations to fit your group’s size, culture, or other unique qualities. (See guidelines.)
- Take notes of questions, ideas, etc.
- Consider holding a team meeting to talk about the session and ideas to make it work well.

Step 2

Complete the Facilitator Planning Worksheet

- Write down notes that will help you facilitate the session.
- Work through it until you can mentally deliver the session without additional notes.
- Coordinate with other facilitators, as needed.
- Review: Does the session as you plan to deliver it meet the objectives?

Step 3

Gather supplies and finish other preparation

- See preparation and supplies checklist.
- Remember posters or artifacts from previous sessions.
- Coordinate with other facilitators to be sure the pieces fit together.

*Be ready to be fully present with the families as they arrive.
Use the time to build relationships, rather than doing last-minute prep.*