

Group Facilitator checklist



Workshop Three

Items required for the session

Do you have?	Yes	No
List of attendees and relevant contact numbers		
Key for venue		
Radio or some way to play music		
Flip chart stand or sticky stand up flip chart		
Flip chart paper and marker pens		
Folders or boxes for young people's handouts		
Refreshments (drinks and snacks)		
Sticky name labels		
Attendance form/signing in sheet		
Pre & post scaling tools (MEH scale and/or Tree)		
Weekly post group evaluation forms		
Blank paper and felt pens/pens		

Handouts

Square sticky notes		
Welcome activity i.e. mindful colouring sheets or similar		
Treat bag (if budget allows)		
Giant tumbling tower game (or two if budget allows)		
Letter to yourself		
CBT cycle handout		
DICE OR Buttons OR Starburst or similar		
Weekly evaluation forms		

Please turn over

Workshop Three

Items required for the session

No

Weekly evaluation forms

Workshop Three

To do

	Yes	No
Write agenda on the flipchart or board	☐	☐
Welcome activity e.g. word search, colouring sheets or similar	☐	☐
Where am I now? Pre-evaluations	☐	☐
Catch up from workshop two if needed	☐	☐
Raising self-esteem - praise each young person on arrival	☐	☐
Dice game - Roll and respond / Buttons /Starburst	☐	☐
Praise and encouragement	☐	☐
Letter to yourself	☐	☐
What makes me feel good?	☐	☐
Giant tumbling tower activity	☐	☐
CBT (Spider) exercise	☐	☐
Good enough teenager	☐	☐
Give out any handouts from week two	☐	☐
Post evaluations	☐	☐



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Reminders from previous workshops

Ensure that you have up on the wall on a flip chart or similar the list of alternative ways of coping that the young people came up with during the previous workshops – add to the list this week as ideas come up. Give out any handouts from the group’s answers around communication styles and tips from the last time you met.

Notes from today’s workshop

Any issues identified on the evaluations from today’s workshop should be addressed, either in a private phone call to the author of the evaluation or to whole group if appropriate.

A large rectangular area with a light blue dotted grid pattern, intended for taking notes during the workshop.