NSC Checklist for Facilitating Learning

Framing the session:
1. Describe the current situation (ex: in the current healthcare reform climate)
2. Share the overall goal for the session (answer the question, “what’s in it for me?”)
3. Give an overview of the agenda for the session (what will be covered)
4. Detail the benefits of the session (what attendees will gain)

Organizing the session:
- Choose instructional methods that will engage attendees and encourage them to participate (ex: case studies, demonstration, facilitated discussion, role plays, knowledge assessment)
- Choose varying types of presentation formats that will work for the size of audience and subject matter (ex: key points on slides, flip charts for group discussions, checklists)
- Provide summaries of key ideas

Audio visual tips:
- Adjust your material to provide maximum 60 minutes of content, allowing time for audience interactivity. Provide visual or verbal illustrations of your key points
- Use analogies or storytelling to illustrate or clarify specific points
- Build in time to pause to take questions after each main content area
- Prepare slides using the provided template, and following the guidelines for disclosure, objectives, and content