2004 Operations Workshop
Facilitator Notes

Helpful Tips for the Facilitator

Thank you for agreeing to facilitate the 2004 Operations Workshop! This document is intended to help you manage the logistics of facilitating the Workshop, so that you don't forget anything important!

The most important thing you can do to have a successful 2004 Operations Workshop is to **PREPARE!!** You should plan on 2-4 hours of preparation time prior to delivering the Workshop. What should you do to prepare for delivering the Operations Workshop?

- Read the entire Operations Workshop at least twice – three or four times would be better!
- Review the slides (Adobe Acrobat™ format) for content.
- Practice facilitating the Workshop (at least twice). You should practice using either an LCD projector or overhead projector, whichever you will be using with the class. One of the ways that a facilitator will look unprepared is poor coordination of the teaching points with the slides.
- Try phrasing the questions in your own words. Be sure you are comfortable asking the questions so that you get the anticipated responses.

Time Required:	• 2.5 hours
Required Attendees:	• Coxswains, crew members • Members working in the Marine Safety programs **Note:** Members working in the Telecommunications program are strongly encouraged, but not required to take the Operations Workshop. Members working in the Aviation program have separate requirements for annual training.
Equipment Required:	• LCD Projector • Laptop with slides loaded **OR** • Overhead Projector • Transparencies of the slides • Screen
Paperwork Required:	• 1-2 Seminar Attendance Sheets (for input into AUXDATA) • Your copy of the Operations Workshop
Classroom Setup:	• Depending on the size of your group, classroom style, U-shaped, small group tables or theater style will be appropriate.

Good luck as you facilitate the 2004 Operations Workshop.