

Developing a Mental Health Court: An Interdisciplinary Curriculum Handbook for Facilitators

Appendix B: Checklist for Facilitators

Appendix B. Checklist for Facilitators

Preparation

- Determine team needs.** Consider contacting team members to ask about their backgrounds and goals. Ask them if they can help you gather data before the training. Consult the Customizing the Curriculum section and Appendix G of this handbook for more information and sample questions.
- Learn about participants.** Identify any team members with relevant prior experience or knowledge and consider enlisting them as co-facilitators on particular topics—the judge will likely be a great resource.
- Review curriculum materials.** Flag issues the team will need to spend particular time on. Review the Activities Guide sections closely to plan your approach and anticipate potential questions. If you have limited time, prioritize the most important activities for your team to complete.
- Personalize curriculum material.** Think about your past experiences—or those of team members—that illustrate particular concepts. Consider creating an annotated “facilitator’s agenda” that includes these examples and/or creating your own activities for the group to complete.
- Provide written logistics information.** Identify how much time is needed for the training and provide a schedule so that participants can plan accordingly. Consider giving participants tasks to complete before meeting to prepare them to hit the ground running, but do not make these initial tasks burdensome. Finally, make sure participants have directions to the training location.

Space and Supplies

- Room that can fit up to 15 people (also recommended: second room for breakout meetings)
- White board or a pad of large paper
- Markers
- Tape or an easel (if using paper)
- Supplies for participants, such as notepads, pens, and printouts of curriculum materials
- Food and beverages (always appreciated)
- For group viewing of presentations:
 - Internet access (including access to YouTube) and Adobe Flash Player
 - Computer with good speakers
 - Projector