**Facilitator Agenda (Sample)**

*We recommend keeping this agenda close by when conducting the session.*

Objectives:

* Identify two key tactics for effective communication- sharing information and speaking up.
* Promote application of these tactics in day-to-day clinical work

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| **Facilitator Welcome + Video Introduction** | |
| 00:00 | **Facilitator welcome**  Why we are here  Goals  Overview  *\*Facilitator to distribute agenda\** |
| 00:02 | **Play video segment 1**  Introduction  *\*Facilitator to distribute worksheets\** |
| 00:05 | **Questions from participants?** |
| **Video Simulation of a Critical Event** | |
| 00:05 | **Play video segment 2**  Critical event simulation  Debriefing instructions |
| **Debriefing** | |
| 00:13 | **Play video segment 3**  **Small group debriefing**  Individual reflections  Small group discussions  Key takeaways |
| **Wrap-up** | |
| 00:33 | **Small group sharing and summation**  Key takeaways reported from each group |
| 00:48 | **Play video segment 4**  Improved teamwork communication simulation |
| 00:50 | **Closing**  Thank you  Next steps  Additional resources to be emailed out  *\*Facilitator to distribute Communications Tools You Can Use sheet\** |
| 00:52 | **End training** |

**Sign-Up Sheet (Sample)**

Please provide name, position, and email below to be included in future opportunities to reinforce the learning points covered today.

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| **Name** | **Position** |  | **Email** |
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