**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 hereGoalsOverview*\*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 simulationDebriefing instructions |
| **Debriefing** |
| 00:13  | **Play video segment 3****Small group debriefing** Individual reflectionsSmall group discussionsKey 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 youNext stepsAdditional 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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