

Workshop Materials



Description	# of Materials Needed	Responsible Party	Status (Not Started - In Progress - Complete)
Materials for participants (one printed item per participant)			
Workshop Agenda			
Tool Overview (includes table of areas, goals, and measures)			
Brief highlighting findings from pre-workshop formative research			
Workshop Evaluation Form			
Photo/video consent form			
Nametags, folders, pencils, notebooks			
General Workshop Materials			
Home Visiting Workforce Needs Assessment Tool (<i>full tool in print</i>)	Max 10		
Participant Sign-in sheet	2, (1 per day)		
Projector	1		
Screen	1		
Extension cables	5-6		
Wireless microphones (optional)	2		
Flipcharts & Stands	Preferably 5 (1 for facilitators and 4 for group work)		
Flipchart Markers	5 - 6 sets		
Sticky notes (square + rectangle)	5 packs		
Sticky dots for voting	5 packs		
Sticky putty and/or tape	5		
Scissors	2		
Timekeeping signs (to be used to remind speakers on the remaining time – 15/10/5 minutes)			