Facilitator Preparation Guide

Facilitator Instructions:

Use the following steps to prepare to lead a simulation-based coaching exercise. Check the box in the column on the right to indicate completion of a step.

1. Review entire Simulation-Based Toolkit for Fundraisers Image: Comparison of the second	Step		Complete	
a. Facilitating a Scenario-Based Coaching Session (pages 11-19)				
b. Self-Reflection and Feedback Forms (pages 21-27) □ 2. Download Simulation-Based Coaching Scenario Library and review scenarios. □ 3. Choose fundraising staff to participate in the activity. □ a. Select less-experienced fundraising staff to practice their skills during simulations. □ b. Select more-experienced fundraisers to play prospects and serve as coaches during feedback sessions. □ if necessary, select volunteers to play the prospects in the activity. □ a. Choose a realistic location (e.g., small classroom or other flexible meeting space) for simulations. □ b. Contact university administrators to reserve simulation space for 1.5 to 3.5 hours (depending on the number of simulations) for day two. The session does not have to occur in the same setting as the session on day one. □ 5. Contact participants □ □ a. One to two months before day one, send all participants an introductory email with an Outlook Calendar invitation for the scheduled workshop (see Introductory Email Template on page 10). □ b. Two weeks before the scheduled workshop, distribute the Scenario Library or create your own using the template. □ c. Allow participants to choose scenarios from the Scenario Library, or create your own using the template. □ c. One to two months before day one and day two: □ □ c. Allow participants to choose scenarios from the S	Ι.	Rev	new entire simulation-based foolkit for Fundraisers	
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f. Flip chart, white board, or chalk board, and marker or chalk		e.	Pens or pencils	
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