



**Domestic Workers Ordinance (DWO)
Train the Trainer Toolkit: Facilitator Checklist**

This checklist includes key steps before, during, and after the training, along with optional tips to help boost participant engagement and ensure an inclusive and well-organized experience from start to finish.

Before the Training

- ☐ Review training materials for clarity, accessibility, and inclusive language
 - Slide deck, speaker notes and follow up materials.
 - Avoid jargon or legalese where possible.
 - When possible, upload materials to a digital folder instead of sending them as attachments.
- ☐ Take care of settings for virtual meetings in advance and plan accordingly.
 - Select the appropriate platform settings to host the meeting (Zoom/MSFT Teams).
 - Screen sharing, interpretation, and co-host support.
 - Prepare any polls, chat prompts, or interactive tools.
 - Preload important links into a shared document
- ☐ Designate a team member to help monitor the chat or troubleshoot tech issues.
- ☐ Consider potential barriers for participants (e.g., language, tech access, disabilities).
 - Offer interpretation, provide materials early, or set up closed captions if needed.
- ☐ Equity minded reflection.
 - Acknowledge your own social location and facilitation style.
 - Be prepared to listen, not just present.
 - Whose voices and experiences are centered? Whose might be missing?

During the Training

- ☐ Welcome attendees and introduce the session goals.
 - Encourage brief introductions (in the chat or aloud).
 - Use language that validates diverse ways of knowing (e.g., lived experience = expertise).
 - Keep it conversational, not lecture-style.
- ☐ Monitor time and pace; engage participants using open ended questions.
 - Stay flexible. Adjust based on group energy, interest, and questions.
 - Pause periodically to check for understanding, not just agreement.
 - Offer brief pauses (1 minute) for reflection or journaling.
 - Incorporate breakout discussions if time allows.

Wrap Up and Follow Up

- ☐ Thank participants and recap key takeaways or highlights from the discussion.
- ☐ Invite attendees to share how they plan to apply what they learned.
- ☐ Share where to find additional help or materials (drop links again).
- ☐ Send follow-up email within 24-48 hours of the training.
 - Include slide deck, materials, and resources.
 - Consider using a quick survey to ask for feedback.