

Decentralized Disaster Risk Management Training

1. BRIEF FOR THE LEAD FACILITATOR

1. Remember your participants are adults with much working experience.
2. Be well versed with the overall agenda of the workshop and all the resources shared.
3. Identify a timekeeper and request all facilitators to look at the person for time management.
4. Brief Resource Persons on each session and to use practical experiences and case studies to illuminate points.
5. Ensure a high level of interaction during sessions. Your participants can contribute much from their experience.
6. Sense the interest and fatigue level of the participant and if necessary alter the duration/sequencing of sessions.
7. Be ready with a set of icebreakers to break monotony during the workshop.
8. Start the day and summaries the day before. Run through what has been covered, what will be covered and when and what cannot be covered. Match against Participant Expectations.
9. Act as a binder between sessions. Introduce the session and presenter for each session.
10. Convene a debrief at end of each day with resource people and a few participants. Identify key issues that emerge and address these during the next day.
11. Act as the focal point for making any logical announcements.