

Facilitator's Checklist

This checklist is intended to help facilitators successfully deliver tailored [Public Health Law Academy](https://www.publichealthlawacademy.org) trainings for a live in-person or electronic audience of their choosing in their jurisdiction or school.

PRIORITY ONE: 8 Weeks Before the Program

- Take the Public Health Law Academy training(s) you plan on delivering.
 - Courses can be found at www.publichealthlawacademy.org.
- Review the entire Facilitator's Toolkit**, including this Checklist, the Facilitator's Guide, Customizable Slide Show, and Script for each relevant training.
 - The Facilitator's Toolkits can be found at www.publichealthlawacademy.org.
 - Your goal is to become familiar enough with the materials to lead the planning process to deliver the training to a live audience.
- Determine who should be faculty, instructors, co-facilitators, or members of a small planning committee.
 - Depending on your goals, training(s) can be planned by a single faculty member, a faculty team, or small committee.
 - Consider connecting with your state or local bar association, state public health association, or other stakeholder group(s) for collaborative efforts.
 - **Best practice:** Encourage faculty and all planning committee members to take the [Public Health Law Academy](https://www.publichealthlawacademy.org) training in advance of the first planning meeting or call.

Notes:

PRIORITY TWO: 6 Weeks Before the Program

- Determine audience size, make-up, and location for the training.
 - Content in Public Health Law Academy trainings are appropriate for a wide variety of audiences such as health department staff, public health lawyers, public health nurses, public health educators, public health advocates, and public health faculty and students in graduate and undergraduate programs.
 - Confirm the host facility has necessary technology (e.g. projector, computer) to delivery training(s).
 - (As needed) determine appropriate room arrangement.
- Decide on the proper approach for adding graphics to slides.
 - Most images are protected by copyright and cannot be reproduced without permission from the copyright owner.
 - **Best practice:** Two government resources that offer access to free images are the [Library of Congress](https://www.loc.gov) and [CDC's Public Health Image Library](https://www.cdc.gov/publichealthimage).
- Decide on an approach for adding relevant state or local laws or policies to the Customizable Slide Show.
 - It may be important to work with state or local legal counsel to locate and incorporate the relevant state, tribal, local, or territorial laws.
 - **Best practice:** When customizing the slide show, focus on integrating [adult learning principles](https://www.publichealthlawacademy.org).

Notes:

PRIORITY THREE: 4 Weeks Before the Program

- Determine registration process.
 - (As appropriate) consider having an online registration process which allows you to track the level of interest in the program and prepare for the proper number of participants.
 - If you are a faculty member who is using these materials to tailor a Public Health Law Academy training for a class you are teaching, registration may not be necessary.
- Begin marketing program.
 - **IMPORTANT NOTE:** CDC and ChangeLab Solutions' logos **MUST NOT** be used in your Customizable Slide Shows. Acknowledgements can be made in your talking points.
 - **Best practice:** If you are a faculty member and are using these materials for classroom instructional purposes, we [encourage a transdisciplinary approach to public health law](#). As appropriate, you may want to consider marketing the training(s) across academic programs.

Notes:

PRIORITY FOUR: 1 Week Before the Program

- Finalize all materials and logistics.
 - Finalize the Customizable Slide Show, agenda, talking points, room reservation, registration numbers, and other logistics, as appropriate.
 - **IMPORTANT NOTE:** Adding additional slides to the Customizable Slide Show will change the slide numbers listed in the Facilitator's Guide and on the Facilitator's Script, so keep track of any changes you make.
 - Make sure you print out all relevant handouts, including the handouts and evaluations found at the end of each Facilitator's Guide.

Notes:

PRIORITY FIVE: Day of Program

- Welcome the participants and explain your role as facilitator, faculty, instructor, co-facilitator, or members of a small planning committee.
 - Whether you serve as a faculty member, or as a program facilitator, plan to provide a welcome and some context for the program, acknowledging the Public Health Law Academy.
 - **Best practice:** Consider including an icebreaker to open the program.
- Conduct the program.
 - Have fun [and let us know how it goes!](#)

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