

Facilitator Checklist

PRINT THIS. USE IT EVERY TIME.

Facilitator Name _____

Workshop Date _____

Group / Organization _____

PHASE 1 · Workshop Setup — Admin & Logistics

- Identified ideal audience — who needs this most right now?
- Confirmed participant list (ideal group: 8–25 people)
- Set the date, time, and location
- Room booked / Zoom link created and tested
- Calendar invites sent with agenda overview
- IN-PERSON: Workbooks printed (1 per person + 2 extras)
- IN-PERSON: Pens and comfortable seating arranged
- VIRTUAL: Workbook PDF file share link prepared and tested
- VIRTUAL: File share sent to attendees 1–2 hours before start
- Slide deck loaded and tested on presentation device
- Screen share / AV setup confirmed and working
- Reminder sent to all participants 24 hours before

PHASE 2 · Material Preparation — Know Your Content

- Read Facilitator Guide fully — complete run-through
- Read through all 30 slides including discussion cues
- Completed the Attendee Workbook yourself — your own real answers
- Know the Freedom Four cold: Recognize · Validate · Release · Replace
- Know all 5 Dream Robbers by name and description
- Know the cluster patterns: Fear+Doubt, Insecurity+all, Comparison+Guilt
- Identified 1–2 personal stories for Opening and Section 2
- Marked your 3 KEY moments: Opening / Dusty Bookshelf / Declaration
- Prepared Plan A + Plan B for each activity and discussion

PHASE 3 · Practice & Delivery — Own the Room

- Practiced opening remarks OUT LOUD — at least 3 times
- Practiced closing remarks OUT LOUD — at least 3 times
- Timed your run-through — stays within 90 minutes
- Know your own Dream Robber story — ready to share if needed
- Prepared a compassionate response if someone becomes emotional

"Your destiny hinges on your next best decision."

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FACILITATOR CHECKLIST · PAGE 2 · Dream Robbers: Fueling Your Freedom™

PHASE 4 · Day-Of Setup — Before the Room Fills

- Arrived 20–30 minutes early
- Slides advancing correctly on the presentation device
- Workbooks placed at each seat (or file share confirmed sent)
- Room temperature comfortable
- Water available for you and participants
- Phone on silent and face-down or put away
- Personal intention set: one word for how I want to show up today

PHASE 5 · During the Workshop — Facilitation Standards

- Opened with the Dusty Bookshelf question and held the pause (10 sec)
- Named all 5 Dream Robbers clearly — frat boys analogy delivered
- Created safety before inviting sharing — did not pressure anyone
- Held space for emotion without trying to fix or advise
- Discussion invitations were open — not calling on individuals
- Break delivered at the midpoint (after Section 2)
- Freedom Four taught clearly — activity guided with adequate time
- Workbook activity time protected — did not rush through it
- Declaration read together — held silence afterward
- Celebrated at least one specific thing the group did well

PHASE 6 · Closing & Wrap-Up

- Declaration completed — all participants invited to sign and date
- Accountability partners named and recorded in workbooks
- Participant survey distributed or sent
- Next steps communicated clearly to the group leader
- Celebrated the courage it took to show up and do this work

PHASE 7 · Follow-Up Within 24 Hours

- Personal thank-you message sent to group leader
- Noted my HIGH / LOW / LEARN from today
- Named one thing that went well — wrote it down
- Named one thing I would do differently — wrote it down
- Scheduled my next facilitation or practice session

THE COACH'S COMMITMENT

"As long as you facilitate this material, work through it yourself. You cannot call others into ground you have not walked."

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