



Appreciative Inquiry Facilitator Training (AIFT©) Checklist

Training Room Set Up: A large, pleasant learning environment, preferably with windows, good temperature control, breathing room--real and psychological—among and between tables and plenty of wall or window space for posting flip chart paper.

- Tables (round preferred) to seat six people at each table arranged so that all chairs are facing front
- Enough extra tables when they form groups of 4
- Rectangular table up front for trainers and one in the rear for materials
- One easel with paper for each table (stored out of the way against the wall until needed)
- Two easels with paper for facilitator use
- Plenty of extra flip chart paper – a lot gets used
- Registration table with chairs – typically set up right outside the meeting room.

Please provide an additional room nearby for the networking sessions as well as tables for refreshments/catering to accommodate all participants.

Equipment:

- LCD Projector & Large Projection Screen or
- Flat Screen Television that is large enough to be seen from all areas of the room/no visible obstruction
- DVD Player to connect to the LCD projector or the Large Flat Screen TV
- If using LCD Projector - Excellent external speakers (if your LCD projector or TV doesn't already have excellent built-in speakers)
- Extension cord and power strip
- Portable CD Player
- Trainers will provide a portable laptop computer

Table Materials:

- Multi Color Markers
- Blue Tape
- Pens/Pencils
- Colorful Post-it Notes
- Kleenex, hand cleaner, candies, water

Thank you for your assistance and having the training room set up one day prior for preparation.

We are here for you! If you have any questions, please call (702) 228-4699 or contact Kathy Becker at: Kathy@CompanyofExperts.net or Heather Henson at: Heather@companyofexperts.net