

**Learn it!****Check it!****Live it!**

## Checklist for a Successful Educational Session

### Plan for the Session (Begin at least one month before the session.)

- Take time to familiarize yourself with the *Toolkit* components, especially the *Welcome Book* and *Flipchart* content.
- Choose a date and time for the session.
- Reserve a room that can accommodate the number of participants you expect at your session.
  - If you plan to present the session to a large group, you may also want to choose a location that allows you to project the *Flipchart* content onto a screen or blank wall.
  - If you plan to project the *Flipchart* content, make certain that a computer and projector will be available for your session. Familiarize yourself with the technology in advance.
- Use the advertising templates in the *Materials Packet* to promote your educational session. Include date, time and location.
- About one week prior to the session, send a reminder notice to session participants.
- Make enough copies of the fact sheets and *Participant Evaluation Form*.

### Conduct the Session

- Set up the session room so that participants can clearly see the projected *Flipchart* content.
- Test any audiovisual equipment you plan to use.
- Conduct the session according to the materials provided.
- Have participants complete the *Participant Evaluation Form*.

### Follow Up on the Session

- Review the completed *Participant Evaluation Forms*, and think about ways to improve your presentation skills for future sessions.
- If you co-presented the session, take time to “debrief”—to discuss with your co-presenter what went well, what you can improve upon for the future, and how you worked together.
- Complete the *Presenter Evaluation Form*.
- Return the completed *Participant Evaluation Forms*, *Presenter Evaluation Form* and *Promise-Pledge Cards* via the enclosed postage-paid envelope to the American Kidney Fund, Attention: Public Education, 6110 Executive Boulevard, Suite 1010, Rockville, MD 20852.
- Complete the materials order form or visit [www.kidneyfund.org](http://www.kidneyfund.org) to request additional brochures and materials for future educational sessions.