**UCS Workshop Checklist Form**

What to do **before** the workshop?

Develop your workshop run of show.

Identify the facilitator and cofacilitators. (We encourage you to include athletes [#UnifiedLeadership](https://www.dropbox.com/s/0i2orwnn36myc2y/8.%20UL%20and%20UCS.pdf?dl=0)).

Know your group in advance: how many participants will you have? What type of educators are they?

Prepare the materials (for example, agendas, pens, nametags, group activities materials, list templates, flipcharts, pilots, masking tape, and UCS Workshop evaluations)

Tech check (charger, adapter, screen, projector)

Room check (chairs, temperature, wall space)

Determine a seating plan for the participants.

If possible, plan refreshments for the participants.

If possible, arrange for the school educators to receive professional development hours for the workshop.

What to do **during** the workshop?

Be yourself 😊

Follow your plan but be flexible if necessary. Don’t hesitate to add or remove an activity if required.

Jointly with the group, create the workshop ground rules from the beginning. For example:

* Keep an open mind!
* During discussions, value other participants’ contributions
* Return on time after the breaks.
* Be brief when sharing ideas.
* Avoid side conversations or being on your phone.
* Be curious.
* Be inclusive.

Identify the group energy. For example, if people look like they are going to fall asleep, stop for a second and do an activity or give them a 5-minute break.

If participants agree, remember to take some nice photos and videos of the event.

Be mindful of the time.

What to do **after** the workshop?

At the end of the workshop, get your participants’ feedback.

Gratitude, thank everyone for their contributions.

Clean and pack up (leave the room better than you found it).

Systematize the UCS workshop experience. Notice that this is a way to improve your performance, but also communicates and disseminates lessons learned and knowledge produced.

Consider giving certificates (this can be done days after the workshop once you have the educators’ complete names).

Design strategies to follow- up with schools. How will you keep them active?