



Facilitator Checklist

USE THIS CHECKLIST TO PREPARE FOR & LEAD EACH COHORT SESSION WITH CONFIDENCE.

- ☐ Reviewed all facilitator training videos.
- ☐ Confirmed session dates, times, and room availability with correctional facility leadership.
- ☐ Chose the leadership topic or video for the upcoming session.
- ☐ Watched the selected GLS video in full and made personal notes.
- ☐ Considered how to contextualize the content for the prison setting.
- ☐ Downloaded the video in advance (if streaming is not available).
- ☐ Tested your tech setup or arranged for an offline playback method.
- ☐ Downloaded and printed participant discussion guides and leadership journals.
- ☐ Brought backup materials (chargers, adapters, printed notes).
- ☐ Arranged room seating in a circle or other discussion-friendly layout.
- ☐ Opened the session with vision and affirmation of participant leadership potential.
- ☐ Managed session time effectively: opening, video, reflection, discussion.
- ☐ Closed the session respectfully, optionally offering prayer.
- ☐ Captured facilitator reflections or feedback post-session (for ongoing improvement).