# Co-Facilitation Checklist

**Instructions:** Use this checklist as a starting point for items to consider. Customize this document, adding relevant information as appropriate or removing information that does not apply to your situation.

## In General

| Check Box | Considerations |
| --- | --- |
|  | Spend time together (face-to-face is optimal) |
|  | Identify personality styles of trainers |
|  | Identify potential barriers in personality style differences |
|  | Agree on feedback loop (e.g., when, where, and how you will provide feedback to one another) |
|  | Assess comfort level in facilitating training |
|  | Assess skill level in facilitating training |
|  | Agree on what constitutes a quality training |
|  | Agree on key research-based and best practice elements of training design |
|  | Agree on roles and responsibilities/division of labor |
|  | Agree on communication “signals” to use |
|  | Agree on strategies for boundary setting and dealing with difficult situations |
|  | Agree on process for self-reflection and feedback loop for one another |

## For Each Training

| Check Box | Considerations |
| --- | --- |
|  | Schedule pre-meeting meeting(s) |
|  | Agree on training objectives/outcomes |
|  | Agree on training design |
|  | Agree on roles and responsibilities |
|  | Schedule time for feedback |

**Notes:**