

Preparations for the Workshop

INSTRUCTOR'S MATERIALS

- Instructor's Guide
- *The 1997-98 Federal Student Financial Aid Handbook*
- Participant's Workbook (so you can see what participants have)
- Overhead transparencies (on transparency film)

PARTICIPANT'S MATERIALS

- Participant's Workbook
- *The 1997-98 Federal Student Financial Aid Handbook*
- 1997-98 Free Application for Federal Student Aid
- "Feedback on Training Activity" form

ESSENTIAL EQUIPMENT

- Podium
- Microphone
- Overhead projector and screen
- Blank overhead transparency

INSTRUCTOR'S CHECKLIST: THINGS TO DO BEFORE THE WORKSHOP BEGINS

- ☐ Check with hotel to see that workshop materials have arrived.
- ☐ Review the registration list for information such as the types of schools represented and the number of administrative

personnel versus the number of financial aid administrators (including consultants or servicers). Stress appropriate information throughout the workshop based on the characteristics of the trainees.

- ☐ Smoking policy.
- ☐ Local transportation and parking.
- ☐ Where to get refreshments during breaks, where to get lunch, and soon.
- ☐ Locations of restrooms, coatrooms, telephones, and the like.
- ☐ Make sure overhead projector/screen is set up in a suitable location, is operable, and *includes an extra bulb*.
- ☐ Check to see if microphone is available (or necessary).
- ☐ Check with hotel personnel on how to operate temperature controls for room.
- ☐ Familiarize yourself with the room: lighting, equipment, switches, and so on.
- ☐ Find out if materials can be left in room overnight.
- ☐ Check for water availability during workshop.
- ☐ Layout of room—is there a table for the library and instructors?