



WORKSHOP COMPLETION CHECKLIST

TASK	DATE	STATUS
Completed all online learning modules and the workbook activities.		
I have attended all schedule debriefs with the TTOA Coordinator		
have completed my Learning Objectives Worksheet and compared it with my Peer Co-Facilitators.		3
As a Peer-Co-Facilitation Team, we have met with our Agency Staff Person to discuss our workshop idea and asked for their assistance when necessary (i.e. Recruiting other local agencies to attend our workshop).		
Worked with my Peer Co-Facilitator in creating our Workshop Development For, which will guide us on who is responsible for each part of our workshop. This may happen many times prior to our workshop.		
Delivery of Workshop and Debriefing with my Peer Co-Facilitator after and completed the Facilitation Skills Assessment Worksheet for myself and my Peer Co-Facilitator.		
Completed Peer Co-Facilitator Training Workshop Report with my Peer Co-Facilitator and have shared it with our Agency Staff Person to review prior to a team debrief.		
Schedule a team debrief session with our Agency Staff Person. This meeting can include sharing how the workshop went as well as our Facilitation Skills Assessment Worksheet		