



## Opening Activities

Activity	Purpose
Welcome and Introductions	<ul style="list-style-type: none"><li>• Communicate trainer expertise,</li><li>• Introduce participants to trainer and to each other, and</li><li>• Create a welcoming and safe learning environment.</li></ul>
What's In It For Me	<ul style="list-style-type: none"><li>• Allow participants to connect their prior knowledge, experience and expertise to the intent / outcome / objectives of the training, and</li><li>• Provide an opportunity for participants to identify the benefit or value of the training for themselves.</li></ul>
Learning Objectives	<ul style="list-style-type: none"><li>• Define the specific outcomes of the professional development (PD) offering,</li><li>• Set the stage for the PD offering and reduce participants' fear of the unknown,</li><li>• Help participants understand expectations,</li><li>• Hold trainers accountable to training outcomes, and</li><li>• Guide facilitation and modification of the agenda based on unanticipated circumstances.</li></ul>
Agenda / Materials Review	<ul style="list-style-type: none"><li>• Set the stage for the training and reduce participants' fear of the unknown,</li><li>• Engage participants in a preview of the PD offering, and</li><li>• Allow participants to plan and create connections for their learning.</li></ul>
Logistics Information	<ul style="list-style-type: none"><li>• Reduce participants' stress about logistical issues and remove threats to learning, and</li><li>• Allow participants to focus on the objectives and training content.</li></ul>
Establish Group Agreements	<ul style="list-style-type: none"><li>• Allow participants to define how they will work together and help participants determine what to do in unfamiliar situations,</li><li>• Help participants work in effective and productive groups,</li><li>• Provide framework for facilitator(s) and participants to hold each other accountable to expectations around behavior, and</li><li>• Create a welcoming and safe learning environment.</li></ul>

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Question Catcher	<ul style="list-style-type: none"> <li>• Allow participants to be heard, even if their question / concern will not be addressed in the moment;</li> <li>• Enable the trainer to stay on topic and on task; and</li> <li>• Create a place for questions / follow-up requests to be addressed after the PD offering.</li> </ul>
Facilitator Expectations	<ul style="list-style-type: none"> <li>• Allow the trainer to share their expectations related to the process and outcome of the PD offering,</li> <li>• Include information about follow-up support that will be provided, and</li> <li>• Allow the trainer to share the evaluation plan.</li> </ul>
Participant Expectations	<ul style="list-style-type: none"> <li>• Clarify and establish parameters of the content that will be included,</li> <li>• Identify topics for the trainer to provide concrete examples and more details during the PD offering,</li> <li>• Provide input to the trainer of what is important to the participants, and</li> <li>• Determine whether participants' expectations will be met.</li> </ul>
Warm-up Activity	<ul style="list-style-type: none"> <li>• Build rapport among and engage participants;</li> <li>• Prime, prepare, and connect participants to the content or purpose of the PD offering; and</li> <li>• Create a welcoming and safe learning environment.</li> </ul>