

TOOL

# The Day-of Checklist: Presentation

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## The Day-Of Checklist: Presentation

### Before

- ✓ Mentally prepare yourself for the day through visualization and personal getting-ready rituals.
- ✓ Gather your materials.
- ✓ Arrive early and do one final rehearsal.
- ✓ Greet participants and build relationships.

### During

- ✓ Use opening routines to usher participants into the learning.
- ✓ Project confidence and care for the group.
- ✓ Foster and nurture relationships.
- ✓ Circulate during small-group time.
- ✓ Model leadership and learning.

### After

- ✓ Use closing routines to transition participants out of the learning.
- ✓ Share appreciations.
- ✓ Ask for feedback.
- ✓ Plan for next steps.

Figure 6.4. © Elena Aguilar, Lori Cohen, *The PD Book: 7 Habits that Transform Professional Development*. Jossey-Bass, 2022

WHAT'S NEXT

# Keep Learning with Bright Morning



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- Get strategic clarity when fast decisions are needed.
- Save hours of prep with editable digital and printable resources for use in any session.
- Quick reference guides for those “up-oh” moments during facilitation.
- Integrate new practices step-by-step and start seeing results within 10 days.
- Keep essential facilitation tips and action steps within reach during every session.
- Turn every session into a growth opportunity for yourself and your learning community.



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**Engage adult learners in PD that energizes, inspires, and activates.**

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