

## **Facilitator Checklist**

### **WIHA Data Collection**

#### **Before Workshop:**

- Print off a PRE and POST survey for each participant (plus a few extras!)  
Be sure all pages are stapled together for each participant, so pages are not lost or mixed up.
- Print off ATTENDANCE FORM
- Print off & bring Tips & Talking Points document

#### **First Workshop:**

- Review Tips & Talking Points with participants.
- Distribute PRE survey to each participant.
- Collect PRE survey and check for completion. If someone missed a question, ask if it was intentional.
- Write your WORKSHOP ID on the upper right corner of the FRONT page of each packet.
- Write the PARTICIPANT ID on each page of the packet (on at least one side)

#### **Throughout Workshop:**

- Take attendance

#### **End of Workshop:**

- Per the program-specific instructions, distribute any POST data at the correct time.
- Collect the POST survey and check for completion. If someone missed a question, ask if it was intentional.
- Write your WORKSHOP ID on the upper right corner of the FRONT page of each packet.
- Write the PARTICIPANT ID on each page of the packet (on at least one side)
- Return to WIHA within 2 weeks of the last workshop date.

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