



# Home Ed

## The HOME Network Education Series

Healthcare professionals supporting Others with Medical Education

## Facilitator's guide

Thank you for being part of this exciting meeting. You are tasked with the role of facilitator/presenter. This Facilitator's guide has been provided to support you as you prepare for the meeting.

### Meeting package components

For your information, the following materials are part of the Meeting kit for this presentation.

- **Invitation template:** 2-page A4 invitation provided as a PDF with editable fields
- **Sign-in sheet:** 2-page A4 sheet provided as a PDF with editable fields for meeting details
- **Slide set (with slide notes):** provided in PowerPoint (4:3) format
- **Facilitator's guide:** provided in PDF format
- **Program evaluation form:** provided as a PDF with editable fields
- **Certificate of participation** (digital version): provided as a PDF with editable fields.

### Acknowledgements

This presentation has been prepared by the HOME Network for the purpose of sharing information about the benefits of home dialysis (and related topics). The presentation includes an acknowledgement slide which identifies this as a presentation resource from the HOME network, as well as acknowledging the HOME Network member(s) who developed this resource. Please include this slide in your presentation to help spread the word about the HOME Network and their mission.

For more information about the HOME Network, please visit our website: [www.homenetwork.net.au](http://www.homenetwork.net.au).

### Tips for preparing for the meeting

- Prior to attending the event:
  - Review the slide set in full, including slide notes
    - Information to be presented, context for this information
    - Key messages to emphasise
  - Make notes to support your preferred presentation style and approach to the facilitated session.
  - You may wish to use the presentation in full or just part of it, and/or you may like to add your own slides and content to the presentation.
    - Everyone will present the session slightly differently; you should adapt the presentation to best suit your presentation style as well as your target audience.
  - Practice presenting the session (multiple times): in front of the mirror, to colleagues, etc.

Brought to you by



## Planning and implementing your meeting

Careful planning and implementation of your meeting(s) will help to ensure high interest and engagement in this educational activity. In preparing for your event, we suggest you work back from your event date as per the suggested event timeline on the next page.

Time frame	Example timeline eg. For event on 1 March	Activity	Check
6 weeks before first event	16 January	<ul style="list-style-type: none"> <li>Familiarise yourself with the content and format (ie. slide set and notes, and the Facilitator's guide)</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Set and confirm meeting date</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Edit the invitation template to add your meeting details and distribute</li> </ul>	<input type="checkbox"/>
One week before event	22 February	<b>RSVP deadline for the event</b> <ul style="list-style-type: none"> <li>Confirm list of participants</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Confirm logistics for your attendance: address/room, parking arrangements, arrival time etc</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Continue to practice delivering the presentation</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Edit the Sign-in sheet template and the Evaluation form template to add your meeting details, and print sufficient copies (one evaluation form per participant)</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Edit the Personalised certificate template to add your meeting details; keep on file until after the event</li> </ul>	<input type="checkbox"/>
Day before event	28 February	<ul style="list-style-type: none"> <li>Complete one last run through of the slide set in preparation for the presentation</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Double check for last-minute participants attending, and make sure you have sufficient copies of the evaluation form</li> </ul>	<input type="checkbox"/>
Event day	1 March	<ul style="list-style-type: none"> <li>Arrive 45-60 minutes before event start</li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Event set up, including</li> </ul>	
		<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Load presentation on event laptop (connect laptop if using your own), and confirm everything is working properly</li> </ul> </li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Run through of all slides to confirm formatting is correct and all content is displaying correctly (amend as required)</li> </ul> </li> </ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Layout sign-in sheets (e.g. on table at entrance) and evaluation forms (on seats)</li> </ul> </li> </ul>	<input type="checkbox"/>



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		<ul style="list-style-type: none"><li>• Welcome participants as they arrive; ask them to complete Sign-in sheet (if they wish to receive a Certificate of participation after the event)</li></ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"><li>• Present slide set</li><li>• Manage timing ensure the meeting stays on track</li></ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"><li>• Facilitate audience questions and discussion</li></ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"><li>• Close of meeting:</li></ul>	
		<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>○ Thank participants, and summarise the value of topic for audience</li></ul></li></ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>○ Remind participants to complete Evaluation form; collect at end of meeting</li></ul></li></ul>	<input type="checkbox"/>
After event	After 1 March	<ul style="list-style-type: none"><li>• Create personalised copies of the Certificate of participation for all participants; distribute via email to say thank you for attending</li></ul>	<input type="checkbox"/>
		<ul style="list-style-type: none"><li>• Review/analyse completed Evaluation forms to determine how you might improve the session next time</li></ul>	<input type="checkbox"/>