
SUPPLEMENTAL RESOURCES FOR FACILITATORS

This information is provided to assist you in delivering a quality program. This guidance can be useful for planning and implementing other educational activities.

Planning Your Program

Advance Planning

1. Reserve a room to conduct the program. Provide pleasant surroundings for learners. Be sure that the room is clean, comfortable, well maintained, aesthetically pleasing, acoustically sound, safe, accessible, and conveniently located.
2. Reserve adequate viewing monitors for audience size (generally one 25-inch monitor for 25 participants; larger projection screens are useful for groups of 50+).
3. Make arrangements for pesticide certification education credits.
4. Advertise the program, through fliers, press releases, etc.
5. Order refreshments
6. Send out reminders to registrants two weeks prior to the program. Reminders should include the date, time, and place of the program, as well as the name and telephone number of the contact person.

Enhance the Educational Impact

1. Know your audience. Important questions to consider include:
 - How many will be in attendance?
 - What is the range of experience that participants have?
 - What aquifers supply water for the area and what is the depth to groundwater?
 - What types of property owners will be present?
 - Why are they attending this program (licensure, personally have an abandoned well)?
 - Was there a recent event that would make this topic particularly relevant?
 - What are the language(s) of the participants?
 - Are there any participants that need special accommodations (wheelchair-accessible, hard of hearing, etc.)?
2. Review all materials in advance of the program, including contents of handout items and how concepts are related.
3. Be clear on the overall learning objectives for the program.
4. Review program structure:
 - Discussion of the risk of abandoned wells as to water resources, people and wildlife, as well as potential liability.
 - Discussion of what is an abandoned well?

Discussion of six steps to plugging an abandoned well.
Use support materials including handouts, checklists, worksheet and flip charts.

Day of the Program

1. Arrive early on the day of the program to assure everything is ready.
2. Provide adequate, comfortable seating and tables arranged to facilitate the learning experience.
3. Maintain comfortable room temperature with good ventilation.
4. Monitor room lighting to accommodate television viewing.
5. Place monitors six feet above the floor and 12 to 48 feet away from the audience for optimal viewing.
6. Minimize distracting noises/activities in or near the learning environment.
7. Confirm audio levels for the monitors, conferencing system, podium, etc. are adequate and functioning.

Tips for Facilitating Discussion

Elicit and encourage audience participation.

Be adaptable to audience needs.

Be non-judgmental.

Assess the nature of participant questions to make appropriate responses.

Seek accurate answers to all questions asked of you, and provide information in a timely manner.

Most importantly,

Be well informed and comfortable in talking about abandoned wells. As the facilitator, your job is to enhance the video's ability to:

Raise awareness.

Increase knowledge.

Refute myths and misconceptions with facts.

Influence attitudes and social norms.

Reinforce safety knowledge, attitudes, and behaviors.

Suggest action.

Show the benefits of proper well closure.