

**Table 6.4** The Day-Of Checklist: Presentation

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- ✓ **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.
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