

**Program Planning Checklist for Facilitators**

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| **Task** | **Where to find the information/Tips** | **Completed** |
| Consult Planning Guide | [Living with Stroke Website](http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm) under Facilitator Resources |  |
| **Program Set up** | | |
| Determine length of program |  |  |
| Confirm date |  |  |
| Confirm Location/Venue | Remember accessibility |  |
| Contact Heart and Stroke Ontario with dates so that we can update our website | [ON\_lws@hsf.on.ca](mailto:ON_lws@hsf.on.ca) |  |
| Determine responsibilities for each facilitator | Contact phone number for program materials  Registration duties  Follow up  Organization and delivery of Program materials |  |
| **Recruitment** | | |
| Contact Stroke Centre | For your area check:  [Ontario Stroke System](http://www.ontariostrokenetwork.ca/landing_map.php?rf=2&id=153&sec=2) |  |
| Contact usual referral agencies: rehab, hospitals. Clinic, community services, ABI programs | [211.ca](http://211canada.ca/)  may have this information or [www.theheathline.ca](http://www.theheathline.ca) for your area. |  |
| Advertise –Pamphlets/Posters | Posters and brochures:  [Living with Stroke](http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm) website |  |
| Post on Website  (if appropriate) | Post on Stroke Centre,LHIN and local event calendars |  |
| Use Public Service Announcements (PSA) | Check with local radio or television |  |
| Submit stories or articles/news release | Check with local newspapers including on-line news sites  [Living with Stroke](http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm) |  |
| Notices in church bulletins, senior newsletter, recreation newsletters |  |  |
| Make sure information is shared with local search engines | [211](http://211canada.ca/)  [www.thehealthline.ca](http://www.thehealthline.ca) |  |
| Connect with LHIN Self-management Program or stroke program | [Contact your LHIN](http://www.lhins.on.ca/FindYourLHIN.aspx) |  |
| **Resources** | | |
| Order LWS participant manuals and Heart and Stroke supplemental resource material | <http://www.heartandstroke.com/site/c.ikIQLcMWJtE/b.9291911/k.3907/Health_Information_Publications.htm> |  |
| Local Resources | Gather any local resources and information |  |
| **Registration** | | |
| Determine how registration is to be done and by whom | Look under [facilitator resources](http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm) registration form |  |
| Notifying participants | Get contact numbers  Ask about transportation issues |  |
| **Room Setup** | | |
| Signage to the room and outside the room | Walk to the room using your signage |  |
| Wheelchair accessible building, washrooms and room |  |  |
| Adequate lighting, comfortable temperature, quiet area |  |  |
| Comfortable chairs with arms |  |  |
| Room for coats, boots, personal belongings; adaptive equipment |  |  |
| Table for resources/refreshments |  |  |
| **Equipment** | | |
| DVD player, speakers and television or computer and LCD | Check with location or local stroke centre re: equipment |  |
| Flipchart and markers |  |  |
| Visual Aids |  |  |
| **Facilitator Materials/Tasks** | | |
| Facilitator Manual online | Online only <http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm> |  |
| Book for facilitator to make notes |  |  |
| Evaluation Forms | [Forms](http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm) |  |
| Certificates | [Certificates](http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm) |  |
| **Refreshments** | | |
| Determine refreshments | Remember individuals with dysphagia |  |
| **Celebration/Follow up** | | |
| Determine celebration |  |  |
| Determine any follow up or reunions |  |  |
| Review evaluations |  |  |
| Apply for Grant | [Grant Information](http://www.heartandstroke.on.ca/site/c.pvI3IeNWJwE/b.5346787/k.6A6F/HCP__Living_with_Stroke.htm) |  |

Questions? Contact us at [ON\_lws@hsf.on.ca](mailto:ON_lws@hsf.on.ca)