



Agenda – Lead Facilitator Workshop

Date: Saturday, February 21, 2015
Time: 9:30 a.m. to 3:30 p.m.
Place: 1st floor library at Christ the King Lutheran Church, 623 Thornton Ave., Dalton, GA 30722; see map.

-- OR --

Date: Saturday, February 28, 2015
Time: 9:30 a.m. to 3:30 p.m.
Place: Upstairs conference room at the Dahlonega - Lumpkin County Chamber of Commerce/Visitors Center, 13 South Park Street, Dahlonega, GA. It's on the square; see map.

For either Workshop

Bring: Your personal calendar, something to take notes on, and a sack lunch. We'll provide coffee, soft drinks, and bottled water.

Instructors

Donna Shearer, Chairman
 706-429-8010
donna@savegeorgiashemlocks.org

Bob Pledger, Vice Chairman
 706-212-2833
bobpledger@windstream.net

Dave Teffeteller, Board Member
 404-895-3940
dave@ellijay.com

Agenda

9:30	Welcome and review of 2014 accomplishments	30 min.
10:00	Update on what's new with SGH and the hemlocks	30 min.
10:30	Discussion of plans for 2015	15 min.
10:45	Review of Lead Facilitator roles and responsibilities: Information resource for your area Communications resource for your area Leader/mentor for your Facilitator team Project Leader/recruiter/coordinator Ambassador for the hemlocks	60 min.
11:45	Volunteer sign-up for educational and service events	15 min.
12:00	Lunch	15 min.
12:15	Focus on outreach	30 min
12:45	Focus on education – content	75 min.
2:15	Focus on education – logistics	45 min.
3:00	Open discussion about anything and everything	15
3:15	Wrap Up – Distribution of take-home materials and THANK YOU	15 min

In-Class Materials	Take-Home Materials
SGH Program Description	Bundle of rack cards
2014 Progress Report	Facilitator visit quick reference card
2015 Strategy Plan Introduction	Mixing & dosing quick reference card
2015 Calendar	Sheets of business card stock
Facilitator Job Description	Flash drive containing:
Lead Facilitator Job Description	Latest Facilitator Guide (pdf) & Presentation Notes (pdf)
Service & Education Sign-up Sheet	Latest Clinic Presentation (ppt) & Presentation Notes (pdf)
Outreach Opportunities	Latest Facilitator Presentation (ppt)
2015 Class Schedule & Checklist	Updated Chemical Calculator (xls)
Meeting Spaces	Business card template
Quarterly Activity Log	Something special to take home

