

Practitioner Tip Sheet:

How to prepare for your *Money Matters* workshop with TD volunteers

The week before your first workshop:

- Make sure your workshop materials have arrived
- Share any important information about your location (special directions, parking information, which entrance to use etc.) with ABC and your TD volunteers
- Respond to any emails or phone calls from your TD volunteers
- Complete the optional online *Money Matters* Practitioner Training

Before the workshop begins:

- Ask your learners to complete the pre-evaluation form (**please note: there is only 1 pre-evaluation form for all workshops within a series**)
- Bring workshop materials to the classroom
- Rearrange your classroom tables and chairs if you want to encourage small group discussion
- Put up a few signs to help learners and TD volunteers find the right classroom
- Meet your TD volunteers 15 minutes before the workshop to say 'hello,' answer their questions and make them feel comfortable

During the workshop:

- Welcome and introduce your TD volunteers. Let them know that the volunteers are there to learn with them, answer their questions and share their expertise
- Divide your learners into small groups (we suggest 2-6 learners per group, if possible)
- Have learners sit in their groups around tables
- Ask TD volunteers to sit at the table with their group of learners
- Ensure people are staying on task
- Keep an eye on the time and suggest breaks based on your knowledge of your group of learners
- Be there for your learners and for your guests (the TD volunteers). You know your learners best. Remember: you are the key to making sure the workshops run smoothly.
- Enjoy your workshop!

At the end of the workshop:

- Thank everyone for participating
- Ask your learners to complete the post-evaluation form (**please note: there is 1 post-evaluation form for each workshop**)
- Collect completed pre- and post-evaluations from your learners and send them back to ABC

Remember: TD volunteers come from all different parts of the bank. They may be an expert in credit and borrowing, or they may know a lot about online banking. Whatever their area of expertise, they all have the know-how to lead *Money Matters*.



Thank you for hosting *Money Matters*!
We look forward to working with you again soon.