

Practitioner Tip Sheet:

How to prepare for your *Money Matters* workshop

The week before your first workshop:

- Make sure your workshop materials have arrived
- 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 find the right classroom

During the workshop:

- Welcome learners and let them know they are the leaders of today's learning and that you will focus on what's relevant to them
- Use the workbook to guide activities and discussions
- Encourage learners to make their own notes in the workbook; they get to take it home with them
- Ensure people are staying on task
- Keep an eye on the time and suggest breaks based on your knowledge of your group of learners
- 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



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