

***Every day includes continental breakfast, provided lunch and 1-hour break, two 15-minute breaks, and sporadic 5-minute nerve and stretch breaks.*

Day 1

Time	Segment	Notes
8:00 AM	Welcome & Introductions	Program expectations and how the program will work.
9:30 AM	Unit 1: Foundations of Effective Facilitation	Adult learning fundamentals.
11:00 AM	Facilitation Skills	Lecture v. Facilitation and nerves management techniques
1:30 PM	Managing the Room	Common facilitator pitfalls and practicing the facilitator mindset.
3:00 PM	3-Minute Baseline Introductions	Each participant delivers a 3-minute introduction and receives feedback from peers & instructor.
4:30 PM	Day 2 Preparations	Distribute presentation assignments for Day 2, time for individual prep and questions.
5:00 PM	End of Day Wrap Up	

Day 2

Time	Segment	Notes
8:00 AM	Welcome Back	Recap from Day 1 and final prep time for presentations.
8:30 AM	5-Minute Solo Presentations & Debrief	Individual presentations with Glow/Grow feedback from peers and instructors.
11:00 AM	Content Management	Hear from IIA content creators and learn how to use facilitator and resource materials.
1:00 PM	Training & Delivery Logistics	Logistics for in-person, virtual, and live stream events. Producer support, professionalism, tech readiness, and troubleshooting.
2:45 PM	Team Teaching	Facilitating with a partner – handoff, preparations, and essentials.
4:00 PM	Day 3 Preparations	Distribute presentation assignments for Day 2, time for team teaching prep.
5:00 PM	End of Day Wrap Up	

Day 3

Time	Segment	Notes
8:00 AM	Welcome Back	Recap from Day 1 and final prep time for presentations.
8:30 AM	Facilitator Mindset & Practice	Finding your voice and voice warm-ups.
9:00 AM	Team Teaching Presentations	Teams deliver 15-minute presentations to the group.
1:00 PM	Presentation Debrief	Peers provide Glow/Grow feedback on each of the presentations, along with instructor insights from all days.
2:00 PM	Facilitator Journey	Personal action planning.
3:00 PM	Conclusion	Final wrap up from the 3-days. Including next steps for formal approval, receiving CPE and badging.
5:00 PM	End of Day Wrap Up	