

Things Required for the workshop

We will need your help in organizing the following things for the workshop

- A. For the workshop, we will need the below mentioned
 - a. LCD **projector** and projection screen
 - b. UPS **Power Back-up** for Laptop, LCD projector & Speakers
 - c. **External speakers** (for laptop connectivity). The external speakers should be loud enough to play music for the team.
 - d. **White board** & White board markers (2 blue, 2 black, 2 green)
 - e. **Flip chart** and Flip chart stand with suitable clips
 - f. **Colour pens** (Normal sketch pens - about 40)
 - g. **Notepads and pens** (for participants)
 - h. **Blu Tac** (This substance is used to stick things, posters or paper on the wall)
 - i. 30 A4 Size normal and **drawing sheets**
 - j. **2 regular size tables and 1 small size table** for the trainer (small table for the LCD projector and the other two regular size tables to keep the props, papers and other material). **No fixed chairs or table required for the participants.**
- B. Facilitator will bring his own laptop.
- C. Facilitator will reach the venue at **8:00 am on both days of the workshop**.
Kindly arrange for someone to be available at that time to give access to the training venue and an IT person to help with the set-up. Kindly share their contact information with us.
- D. Facilitator will carry any printed material that may be required for the workshop.
- E. The workshop will start at 9:30am and finish by 5:30pm. Please make sure the participants are ready for the workshop and enter the training room by 9:15am.

Please ensure that venue for the workshop is air-conditioned, has natural lighting and has enough space for participants to do exercises. If an open space is available next to the venue, then the facilitator may choose to use the space for a game (weather permitting).