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| **Item** | **Detail** | **Notes** |
| Challenge note | Check with the mentors and ensure the Challenge Note has been finalised and sent out to each team member. |  |
| Reminder note | Ask the mentors to send a reminder note that requests confirmation of plans to attend. |  |
| Team member managers | If in doubt, ask the mentors to call the team members' managers so they remind them of the importance of participating in the Lift-off. |  |
| Workshop agenda and briefing pack | Follow up on the Challenge note with a draft agenda and briefing package with baseline information and other relevant background materials. |  |
| Information session | Arrange a pre-Lift-off information webinar to give team members a preview of what’s ahead. (optional attendance). You can record the session and send a link to all after the webinar. |  |
| Message from the leaders' | Short video with a message of encouragement to the team. Play at the start of the Lift-off workshop or send it to the team in advance. |  |
| Facilitation -Prepare and practice | As Ambassadors, customise the slidepack and decide who will facilitate which session. Practice the techniques you are planning to use. |  |
| Facilitation tools | * A Projector and audiovisuals in the room. Able to play videos with sound. * Flip chart stands and paper * Flip chart markers * Post-it notes * Pens and paper for team members * Masking tape or Prestik |  |
| Refreshments | Lunch and refreshments |  |
| Print-outs | * Agenda * Attendance register * Workshop feedback survey * Challenge note * Frequently asked questions document |  |
| Venue layout | Check the set-up or layout of the room. Ideally, this will be set up with people sitting around tables in groups of 4-5 |  |
| Anything else? |  |  |