How to Facilitate An RA Program

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Inclusive Language:
• In order to create an inclusive environment you need to use inclusive language
Creating a safe environment:
• Allow for an environment where it is okay to make mistakes and allow for discussion.
• Allow for residents to express themselves and be vulnerable.
• Especially important in inclusion programs.
The 6 P’s To Programming

- Planning
- Preparation
- Preface
- Presentation
- Post-Assessment
- Post-Program Report
Step One: The Planning Stage

- Plan out your program
  - Think about the topic
  - Think about how you will present it
  - Is it something residents are going to want to come to?
- Enter the program request in FileMaker
- Get approval from your HD

PLAN FIRST!
Step Two: The Preparation Stage

• Get your presentation materials together
  o Do you need a speaker?
  o What materials do you need and where are you going to get them from?

• Advertise, Advertise, Advertise!!!
  o Flyers
  o Creative Titles
  o Social Media
  o Personalized Invitations
  o Word of Mouth
  o Food and refreshments

ARE YOU PREPARED?
Step Three: The Preface Stage

- Beginning of the program
  - Do a quick introduction/overview of the topic
  - Do a quick icebreaker
  - Possible pre-test assessment
Step Four: The Presentation Stage

- Be excited and enthusiastic
- Make sure you are knowledgeable about the topic
- Get the residents engaged!
- Allow for discussion
- Possibly have some incentives or give-aways
Step Five: The Post-Assessment Stage

- Complete some form of post-program assessment
- Were your expectations and learning objectives met?
- Forms of assessment:
  - Jeopardy
  - Embedded Questions
  - Post-test assessment
Step Six: The Post-Program Report Stage

- Complete the post-program report in FM complete with resident feedback
Questions?