

Tool Kit Setup Call Instructions

Before making the call

- Make sure you have the correct **phone number** and **access code** to join the workshop

Introductions

- Introduce yourself as the workshop facilitator, reminding the person that you spoke last week to complete the pre-workshop survey together.
- Remind the participant of the workshop they signed up for (start date, time, schedule)
- Ask the participant if now is a good time to get everything set up for their workshop. This call should take about 5-10 minutes of their time. (if not – when is a better time to call back?)

Accessing the workshop

- Tell the participant we'll be using a platform that is basically like a conference call each week so that everyone can talk as a group
- Ask the participant to write down the **phone number** and **access code** and keep it somewhere they'll be able to find it before each session. Explain that this is the same number and code that will be used each week.
- Let the participant know that if we don't hear them call in on time, our moderator will be calling them from the same telephone number. If they receive a call from this number they will hear a recorded message in English - all they have to do is answer and press 1 to join the call. They may want to save this number in their contact list.

Closing/Reminders

- Ask the participant to call in 10 minutes before the start of the workshop so that we can make sure everyone is able to join the call before we begin.
- Expect to receive materials in the mail (from Bull Publishing) if they haven't already been received
- Remind the participant of the workshop start date and time
- Remind the participant that each call will only take about 30 minutes (more or less depending on the number of people in the group)

