

RESOURCE CHECKLIST PUBLIC PRIVATE DIALOGUE WORKSHOP

Unless otherwise specified, number of copies required = number of participants in class
Number of participants: +/- 25

General

- LCD projector (1 unit)
- CD/DVD player (1 unit)
- Flipchart stands (one per table / 4 units)
- Flipchart pads for each stand (4 pads)
- Water-based markers/pens for flipcharts (at least 3 per flipchart in assorted colours)
- Name tags to put on tables
- Hanging name badges
- Participant binders with following inserts:
 - Objectives and content outline
 - slides
 - hand outs
- 3-4 packs of candies (chocolate bars, etc) to reward good participation during hand's on exercises
- 5 USB keys (to save PPD templates and M&E tools) to pass among participants
- Stationery:
 - pens, pencils (1 box each), pencil sharpener (1), eraser (1)
 - Masking tapes (3)
 - putty (2 units)
 - Markers, colored, highlighters
 - Staplers, staples and Staple remover (1)
 - Scissors (1)
 - Rubber bands
 - Two and three hole punch (2)
 - post-it / size: 3x3 inches; 4x6 inches and 8x6 inches (5 each)
 - A5 paper from 3 different colors (200 each)
 - A4 paper (1 ram)
 - notebook (# participants)
 - Paper clips, binder clips
 - Correction fluid/white-out
 - Glue stick
 - Scotch tape and dispenser
 - CDs, USB
 - Message and Post It notepads
 - Strong tape (duct tape, strapping tape)

CLASSROOM LAYOUT

