

## H. CHECKLIST MATERIALS - PUBLIC PRIVATE DIALOGUE WORKSHOP

Unless otherwise specified, number of copies required = number of participants in class

Number of participants: +/- 25

### General

- Access to internet (as references to videos / links are offered during the workshop)
- Laptop (bring your own laptop and inform participants to bring theirs)
- 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 colors)
- Name tags to put on tables ; Hanging name badges
- 3-4 packs of candies to reward good participation during hand's on exercises
- 5 USB keys to save PPD templates and M&E tools) to pass among participants
  
- Participant binders with following inserts:
  - Workshop objectives and content outline
  - Workshop agenda
  - List of participants
  - Participants handouts
  
- Stationery:
  - pens, pencils (1 box each), pencil sharpener (1), eraser (1)
  - Strong tape (duct tape, strapping tape); Masking tapes (3); putty (2 units)
  - Scotch tape and dispenser
  - 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

## CLASSROOM LAYOUT

