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## **Franklin Covey Class Preparation Checklist**

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### **Instructor List**

1. Facilitator guide
2. 7 Habits Marketing Kit
3. Facilitator CD
4. Ten wall posters
5. 7 Habits Benchmark\*
6. Facilitator DVD
7. Franklin Covey Planning System\*

### **Participant List**

1. Participant kit

### **Materials needed to support the class**

1. DVD player
2. Two monitors if more than 25 participants
3. Projection screen
4. Laptop computer with CD/DVD player
5. Masking tape
6. Pens
7. Flip-chart pads and easels (5) Best to have the self adhesive backing to post on walls
8. Flip-chart markers
9. Can of soda
10. Hotel accommodations
11. Large enough room to have break-out sessions or places where people can go for breakouts
12. Breakfast
13. Lunch
14. Dinner?
15. Snacks
16. Comfortable chairs
17. Lots of table space for notebooks
18. Toys, stress balls, slinky, silly putty etc. for tables
19. Fresh water for tables
20. Pads of paper