

## DUTIES OF LEADERSHIP FACILITATORS

Friday, February 9th, 2018

Please register in the VIDE Foyer at 7:45 a.m. on Friday, February 9th, 2018 then proceed to the LDA room - the Civic Ballroom (marked on your name badge). Please introduce yourself to the workshop facilitator, Nicole Sandow from Dale Carnegie and assist with set up as needed. Programming starts promptly at 8:30 a.m.

1. Take attendance between 8:30 am – 9:00 am. One sheet per table. Have students sign in and then collect sheets by 9:00 am.
2. Facilitator will introduce CPA and the keynote speaker: 9:00am – 9:30am
3. You will act as facilitators for the day
4. Students who are late (more than 15 minutes) will not be allowed in; please confiscate their name badge and bring them down to the VIDE Office to answer to the Disciplinary Committee
5. NO students are allowed to leave during the session except for scheduled breaks and lunch
6. Washroom breaks??! Like a class... only two at a time. Please position yourselves at the doors
7. Students who are not actively participating and who are less than exemplary, should be asked to leave; please confiscate their name badge and bring them down to the VIDE Office to answer to the Disciplinary Committee
8. Take attendance for both the morning and afternoon sessions
9. Students are expected to stay for the ENTIRE session

\*\*\* Rules will apply for both morning and afternoon sessions