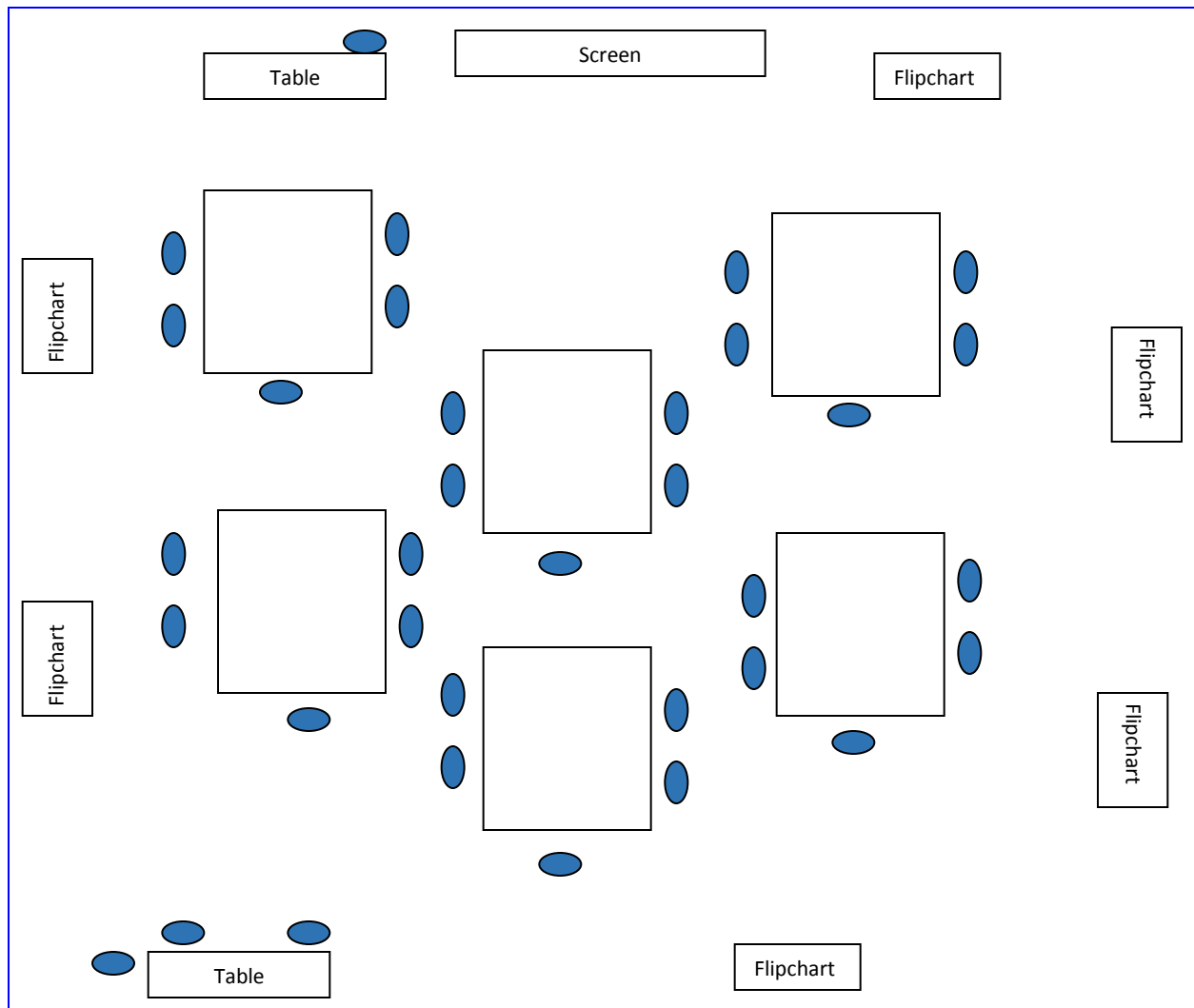


Example Room Set-Up *IT Leadership Development Program*



Facilities

- ◆ Large room – approximately 30'x30'
- ◆ We ask that the meeting room is in a quiet location without any distractions. This is essential for the workshop to be a success.
- ◆ Six to seven table sets with a chair for each participant (roughly 30). Please allow a sufficient amount of space between the tables.
- ◆ Provide space in the room or nearby for coffee in the morning and lunch service.

Equipment

- ◆ A table for the instructor (with chair)
- ◆ Connectivity to a projector & screen (instructor will bring their own laptop)
- ◆ Six to seven flipchart easels with full pads of paper (placed on sides and around the back of the room – prefer post-it type flipchart pads)
- ◆ Assorted dark colored markers
- ◆ Leadership Development material boxes with packing tape slit open
- ◆ 12 extra chairs placed around the room next to the flipchart easels (optional).