A black and white logo

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Facilitation Script

**Getting started with Microsimulations**

# Microsimulation Facilitation Script

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| **Introduction:** | "Welcome, everyone, to our Microsimulation session. Today, we're diving into the [Microsimulation name], focusing on the [response phase] of a crisis situation. It's a valuable opportunity to enhance our preparedness and response strategies." |
| **Tech Check:** | "Let's ensure we're all set up before diving in. Please click on the link that I provided you.  [Check:  Can everyone log in successfully?  Share your screen ensuring you also share your audio  Check if everyone can see your screen  Launch Microsimulation by clicking on the purple Microsimulation pill] |
| **Goals and Objectives:** | "Our objective today is [read Microsim objectives].” |
| **Scenario:** | "Now, let's get a clear picture of the crisis we'll tackle today."  [Play scenario video] |
| **Information Board** | "Let’s review the event facts and assumptions provided on the information board to ground our discussion." |
| **Tasks:** | "We'll now explore our Microsimulation tasks. Let's begin with the first task listed on the event task board."  [Option for facilitator to continue screen share and note-take, or assign a participant to do so, guiding the discussion while allowing the team to lead]  "Let's proceed through each task, mindful of our time to ensure we cover all aspects efficiently." |
| **Learning Loop:** | "With our tasks completed, it's time for feedback. To engage in the learning loop, please click on the green Learning Loop pill"  “I'd like to encourage everyone to complete the learning loop feedback right now. Immediate completion ensures we get a high response rate, which is crucial for us. Every piece of feedback drives continuous learning, enhancing our response strategies and enable us to adapt to unexpected challenges.” |
| **Wrap Up** | "Thank you all for your active participation in today's Microsimulation. Your engagement and insights are crucial to our continuous improvement."  "Your feedback is invaluable and will be compiled into a report for the team, further informing our strategies and readiness." |
| **Q & A Session** | "Now, I'm open to any questions you may have."  "This concludes our Microsimulation session. Thank you again for your dedication and effort." |