



The Water Well Project

Pre-Session Checklist. Version 3. Updated 14/02/2023 by TD, SB

Pre-Session Checklist – How do I start a session?

A confident introduction sets a strong foundation for a successful session, and helps session participants feel comfortable and involved.

Arrive at your session 10 to 15 minutes early

- Meet your co-facilitator, the community representative, and the interpreter if there is one. This is your chance to go over any last-minute details

Create a safe environment

- Before you arrive, learn about the group and their cultural and health beliefs by [talking to the Community Representative](#), and looking at the [SBS Cultural Atlas](#).
- Watch this short [Culturally Responsive Practice video](#)

Be welcoming (see below for example introduction)

- Thank the community representative for inviting you to facilitate the session
- Acknowledgement of Country
- Introduce yourself and the other facilitator (your name, where you are located, and your profession)
- (The interpreter will usually introduce themselves in-language when they arrive)
- Introduce any observers
 - Occasionally there may be a new volunteer or a representative from The Water Well Project observing the session. Introduce them so participants feel comfortable knowing who everyone is
- Introduce The Water Well Project
- Introduce the topic
- Generalised health advice – disclaimer

Be inclusive

- Invite participants to speak freely, share stories and ask questions
- Avoid stereotypes and generalisations – always communicate in a way that makes people feel heard, valued and respected

Example Introduction:

Thank you for inviting us to meet with you today. Before we begin, I would like to acknowledge the Traditional Custodians of the land on which we gather, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

My name is [Frances], I am a [GP in Melbourne]. Also here today is [Sarah], who is a [junior doctor in Melbourne]. Observing the session is [Suzie, our CEO at The Water Well Project]. The Water Well Project is a not-for-profit organisation that provides health education sessions for communities from migrant, refugee and asylum seeker backgrounds. All of our sessions are facilitated by volunteer healthcare professionals.

Today we will be talking about women's health. We welcome you to share stories and ask questions at any time. Everything we talk about will be general information and we can't give you advice about personal health problems. If we can't answer any questions today, we can direct you where you can get the help you need.