**Lunch and Learn Facilitator Directions**

1. Clean tables off and set up food, place lunch and learn topic menus throughout
2. Load technology
   1. Start screen out showing the Screening form
3. As participants arrive, fill in attendance form (you can fill out online here from beginning or on paper and then transfer online but either way we need it submitted online: <https://und.qualtrics.com/jfe/form/SV_eYbWLiTtR8nUWwK>
4. Enter participants names into “wheel”
   1. <https://wheelofnames.com/>
5. After participants have made plates:
   1. talk about how what happens at Lunch and Learn stays at Lunch and Learn,
   2. discuss screening together (participants do not have to give details but just have a general conversation about how brain injuries are sustained)
   3. give brief information on the brain’s make up in general…texture of mayonnaise, surrounded by a lumpy, bumpy skull, there is fluid between skull and brain but if you need to stop suddenly or fall, etc. the brain can move around and hit the skull causing injury.
6. Next, spin the wheel and allow the “winner” to select the topic from the list…if the list seems overwhelming to that individual, offer 2-3 choices of topics from the list that haven’t been covered recently
7. Load presentation on topic selected, using portal found at:
   1. [ndbin.org/training/lunch-and-learn](https://www.ndbin.org/training/lunch-and-learn)
8. Pass out materials from kit related to topic selected
9. Go over presentation together
10. Encourage participants to eat as much of food available as available!
11. At closing, make sure to encourage participants to come again next week and offer them another flyer with information if needed or another strategy to help them to remember to come to the next Lunch and Learn-calendar application on their phone, a paper planner, etc.

**Lunch and Learn Attendance**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Topic Selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees:**

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| --- | --- | --- | --- | --- | --- | --- |
| First Name | Last Name | Email Address | Street Address | City, State, Zip | Type of BI? | Notes |
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