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# Teaching Tip

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## **Facilitator To-Do's and Follow-ups**

Start your program off with a positive start. Greet participants at the door. Make a point to introduce yourself to people you do not know. Introduce the new person to a veteran Extension participant who can make the new person feel welcome.

Locate the sign-in sheet where everyone will have an opportunity to sign but not block the entrance. Consider adding a column for "first-time participant" and then follow-up with an email or phone call. Be sure to add them to your mailing list.