

KAUFFMAN FASTTRAC®

The FastTrac® Facilitator role is to drive the learning process. The role focuses on presenting information, asking questions, and directing structured, experiential learning opportunities so participants learn in an optimal environment. *Note: the FastTrac facilitator is required to have graduated from Virtual Facilitator Training (VFT), offered by Kauffman FastTrac, prior to facilitating a cohort.*

Responsibilities of the facilitator include:

- Ensure the FastTrac® brand is upheld.
- Review program overview and prepare for each live facilitated session.
- Review Facilitator Guide Course and facilitator readiness checklist.
- If offering a virtual course:
 - Rehearse and prep for virtual delivery.
- If offering an in-person course:
 - Prepare visual materials.
- Introduce and facilitate the FastTrac content to participants.
- Ensure that business coaches are available to assist participants, as needed.
- Encourage participants to network and become active in the entrepreneurial ecosystem.
- Monitor the progress of participants.
- Assist the participants with any problems or concerns.
- Identify, schedule, and prepare guest speakers for all sessions.
- Plan and organize the local graduation.