

Planning your Training: A Trainer's Tool

WHO: Participants

Who is this training for?

Do they want to be there?

What experience do they have with sexual assault issues?

Other notes:

WHAT: Training Event

Length of time available

What is the site/location like?

Who will host, co-sponsor or partner with you?

Other notes:

WHY: Goals & Priorities

Why is the training happening?

Why does this training matter to the participants?

What difference do you hope it will make in their work?

How will this training encourage partnerships?

If you could only make 3 points, what would they be?

How does this training fit into your relationship with the participants and/or their organizations (how have you worked with them before? How do you hope to work with them in the future?)

How does this training fit into your relationship with the host, co-sponsor or partner?

HOW: Outline & Objectives

What are the training essential questions or learning objectives:

Section	What are the Key Points?	Reminders?
Introduction	<i>How will participants get to know each other and you? How will they know what to expect from the time together?</i>	Activities Materials Assessing Barriers Enhancing Partnerships
Section 1	<i>What are the primary learning results or essential questions from this section? How will you impart them? How will you incorporate different learning domains?</i>	Activities Materials Assessing Barriers Enhancing Partnerships
Section 2	<i>What are the primary learning results or</i>	Activities

(add or delete sections as needed)	<i>essential questions from this section? How will you impart them? How will you incorporate different learning domains?</i>	Materials Assessing Barriers Enhancing Partnerships
Conclusion	<i>Review – what should they take away with them? Next Steps Q& A</i>	Activities Materials Assessing Barriers Enhancing Partnerships
Evaluation	<i>How will you know that the training was successful? How will you share news of that success? How will you ensure that participants maintain learning and behavior change over time?</i>	Activities Materials Assessing Barriers Enhancing Partnerships

PLANNING: Overall Logistics & Preparation

Logistics

How will the room be laid out?

What A/V do you need?

What supplies do you need (pens, toys, paper, etc.)?

What materials do you need to prepare, copy and/or distribute (presentation slides, handouts, references)?

Preparation

What do you need to do between now and then?

What will your host/partner do for you or with you?

Things to remember as you customize slides and/or materials

- Include your contact info, and that of relevant partners
- Include links/copies of relevant articles/reports
- Thank your host/partners

This tool was created by the Resource Sharing Project, inspired by curriculum development tools from the Office for Victims of Crime.