

The Twelve Steps for Preparing to Train

List of the Steps; Record Additional Steps to Add; Put Into a Timeline

In today's session we learned about the twelve steps that OFA has identified as key steps to take before running a training. This handout reviews what those twelve steps are; it also provides space for you to take note of what additional steps (if any) were identified during the session; if there are any that particularly spoke to you, record them here! Finally, the last section is for you to lay out on a timeline when you will perform these steps. "The night before" is, generally speaking, a terrible idea. ☺

The Twelve Steps for Preparing to Train: Survey Says....

The twelve steps outlined during today's session are summarized below; please write any additional steps that came up during our discussion in the box on the other side of this worksheet.

- 1: Read the annotated agenda and the PowerPoint; write down questions.
- 2: Ask your Training POC for clarification on your questions.
- 3: Figure out how you will tell your personal story in a way that relates to the module.
- 4: Read the annotated agenda aloud while clicking through the PowerPoint. If any word or phrase feels unnatural, sub in words and phrases of your own; edit annotated agenda.
- 5: Read your newly-edited annotated agenda aloud one more time while clicking through the PowerPoint.
- 6: Facilitate the session (using all visual aids and handouts) for a friend or colleague; use print-out of your personalized annotated agenda as a guide. Ask for feedback using paper divided into three parts:

| | | |
|-------------|-------------|--------------|
| Keep doing: | Stop doing: | Start Doing: |
|-------------|-------------|--------------|

- 7: Click through the PowerPoint, recalling your remarks by memory. If you forget, look at the annotated agenda, and then write down some bullet-pointed notes; transfer these to the notes section for every PowerPoint slide in the module, to be used as training wheels.
- 8: Do a dress rehearsal of your session in front of a few participants, with no notes. Request feedback. Which sections were most difficult for you to deliver? Focus on those in your final two practice sessions.
- 9: By yourself, do a rehearsal of your session with your notes nearby, but only look at them if needed. Spend extra time on the most challenging parts.
- 10: Complete the final dress rehearsal of your session in front of a few participants (likely as part of a dry run with the other trainers who will be facilitating modules at your training event).
- 11: Practice any remaining challenging sections before you go to bed.
- 12: Get a good night's sleep!

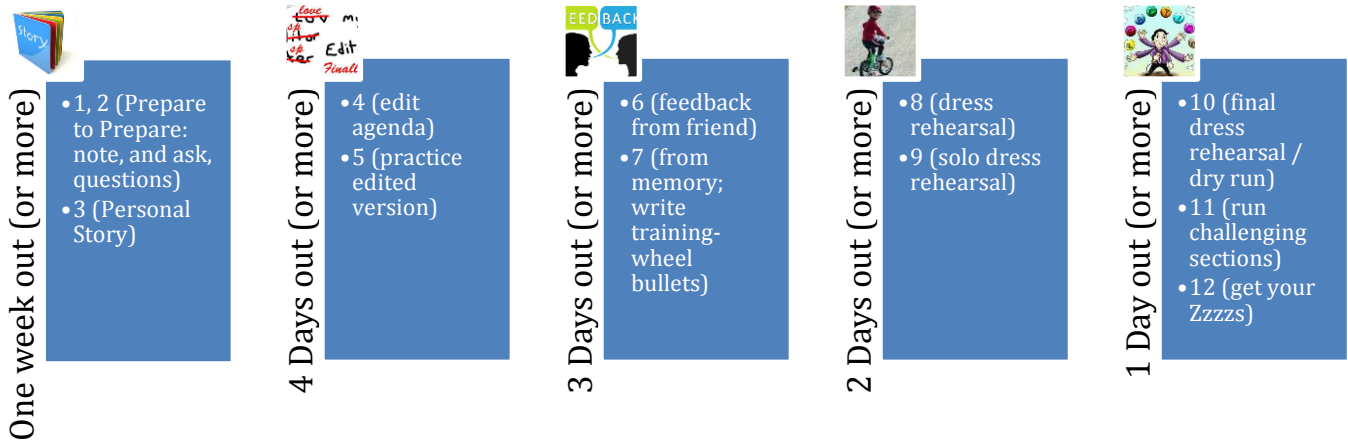
Survey **SHOULD** have said...

Are there any additional steps you think it would be helpful to incorporate?

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Timeline for the Twelve Steps

Ideally, you will receive your training module 10 days before you lead the session. Below is the Best Practice suggestions we have for placing your twelve steps of prep-work on a timeline.



Plug Into Your Own Timeline

Would you tweak the above timeline? *How* would you tweak it? Would you add anything?

| | | | | | | | | | |
|---|--|---|--|---|--|--|--|--|--|
|  One week out (or more) | |  4 Days out (or more) | |  3 Days out (or more) | |  2 Days out (or more) | |  1 Day out (or more) | |
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