**Training Taskmaster Worksheet**

Before your trainings, write out a “Task Master” that clearly outlines every single task that needs to be completed before the training with associated deadlines and persons responsible.The Training Lead is in charge of checking in with all leads to make sure that tasks are completed on time and comprehensively.

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| --- | --- |
| **Training Roles** | |
| **Role:** | **Name:** |
| Training Lead |  |
| Location Coordinator |  |
| Food Coordinator |  |
| Breakout Coordinator |  |
| Binder/Printed Materials Coordinator |  |
| Cleanup Coordinator |  |
| Sign in/office supplies Coordinator |  |
| Timekeeper |  |

The taskmaster below includes some important typical tasks, but you may need to add additional tasks - this is only a starting point. Additionally, this is an ideal timeline, but your timeframe may be compressed. Fill in the due dates that make sense for you and your team, building in buffer time for snags and delays.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Date** | **Person Responsible** | **Status** |
| Date Confirmed | 3 weeks out (date: ) |  | Complete  Incomplete  Pending |
| Training team confirmed | 3 weeks out (date: ) |  |  |
| Meet with training team to assign out responsibilities | 3 weeks out (date: ) |  |  |
| Training Goals established and sent to training team | 3 weeks out (date: ) |  |  |
| Location locked down and sent to training team | 2 weeks out (date: ) |  |  |
| Training entered in BarackObama.com | 2 weeks out (date: ) |  |  |
| Heavy recruitment begins | 2 weeks out (date: ) |  |  |
| Agenda established and sent to training team | 2 weeks out (date: ) |  |  |
| Trainers assigned to modules | 1 week out (date: ) |  |  |
| Email training team logistical information | 1 week out (date: ) |  |  |
| Meet with training team and trainers to review agenda, logistics, and progress on tasks | 1 week out (date: ) |  |  |
| Food vendors called, estimates sent to staff point of contact | 1 week out (date: ) |  |  |
| Secure Projector and cords, if not included with venue | 1 week out (date: ) |  |  |
| Curriculum finalized and shared with training team and trainers | 5-7 days out (date: ) |  |  |
| Trainers practice with peers | 5 days out (date: ) |  |  |
| List of participants finalized | 5 days out (date: ) |  |  |
| Purchase any supplies you don’t already have | 5 days out (date: ) |  |  |
| Email logistics to attendees | 3-5 days out (date: ) |  |  |
| Determine who is assigned to what breakout workshop, if any | 3-5 days out (date: ) |  |  |
| Complete all printing from master checklist | 3 days out (date: ) |  |  |
| Assemble folders with printed materials | 2 days out (date: ) |  |  |
| Staffing grid (with day-of logistics roles assigned) created and shared with training team | 2 days out (date: ) |  |  |
| Dry run with all trainers (dress rehearsal style) | 1-2 days out (date: ) |  |  |
| Pickup food (snacks, water, etc) | 1 day out (date: ) |  |  |
| Location walk-through | 1 day out (date: ) |  |  |
| Final Review of Annotated Agenda and breakout sequences with all trainers | 1 day out (date: ) |  |  |
| Training lead walks all coordinators through master training checklist for one last time | 1 day out (date: ) |  |  |
| Pack supplies box with everything in packing checklist | Night before (date: ) |  |  |
| Day-of food pickup (coffee, lunch, etc) | Day of, 2 hours before start time |  |  |
| Training venue unlocked | Day of, 2 hours before start time |  |  |
| Early morning training team huddle to review staffing grid and who is responsible for what throughout the day | Day of, 2 hours before start time |  |  |
| Timekeeper has their watch and printed agenda | Day of, one hour before start time |  |  |
| Sign-in table set up | Day of, one hour before start time |  |  |
| Ppt projector set up | Day of, one hour before start time |  |  |
| Lunchtime mid-training evaluation - how is it going and what do we need to adjust? | Day of, Lunch time |  |  |
| Post-training on-site debrief discussion | Day of, Within one hour of end of training |  |  |
| Comprehensive debrief discussion with training team | Within 3 days after training |  |  |