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**Training Planning Checklist**

This is not meant to be an exhaustive list of tasks, but will provide you with a starting point for planning your training events.

* Have you outlined a budget for your training event?
* Do you have adequate financial or in-kind resources to conduct the training event?
* Have you determined when and where your training event will be held?
* Have you determined how participants will be recruited and register for the training event?
* Have you established the goal(s) for your training event?
* Have you determined what lessons/topic areas to include in your training event?
* Do you have learning objectives for each lesson/topic area that articulate what participants will be able to do as a result of attending that lesson?
* Have you based your selection of lessons/topic areas and learning objectives on participants’ needs?
* Have you incorporated interactive training methods (group activities, role plays, class discussions, etc.) into your lessons?
* Have you incorporated enough time into your agenda for each lesson (e.g., allowed enough time for group activities and debriefing)?
* Have you incorporated adequate time for breaks?
* Have you selected trainers/community resource persons to assist you in delivering the content of the training program?
* Are your trainers/community resource persons familiar with your program’s philosophy?
* Have you provided your trainers/community resource persons with adequate materials and resources for them to prepare for their sessions?
* Have you arranged for appropriate audio/visual equipment for all training sessions (and determined individual trainers’ a/v needs)?
* Have you prepared handouts and other participant materials?
* If necessary, have you arranged for food/refreshments to be served at the training event?
* Have you determined how the training room(s) will be set for the training (e.g., how tables and chairs will be configured, where a/v will be set up, etc.)?
* Have you developed a method for evaluating your training event?