

Planning Your Training

- 1. WHO: Participants**
 - 2. WHAT: Training Event**
 - 3. WHY: Goals & Priorities**
 - 4. HOW: Outline & Objectives**
 - 5. PLANNING: Overall Logistics & Preparation**
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WHO: Participants

Who is this training for?

Do they want to be there?

What experience do they have with sexual assault issues? Stalking?

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?

1.

2.

3.

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

Objectives (participants will...)

- 1.
- 2.
- 3.

Introduction

How will participants get to know each other and you?

How will they know what to expect from the time together?

Reminders

- Activities
- Materials
- Assessing Barriers
- Enhancing Partnerships

Section 1: _____

What are the Key Points?

-
-
-

How does this connect to the next section?

Reminders

- Activities
- Materials
- Assessing Barriers
- Enhancing Partnerships

Section 2: _____

What are the Key Points?

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-
-

How does this connect to the next section?

Reminders

- Activities
- Materials
- Assessing Barriers
- Enhancing Partnerships

Section 3: _____

What are the Key Points?

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-
-

How does this connect to the next section?

Reminders

- Activities
- Materials
- Assessing Barriers
- Enhancing Partnerships

Conclusion: _____

Review - what should they take away with them?

Next Steps

Q& A

Reminders

- Activities
- Materials
- Assessing Barriers
- Enhancing Partnerships

Evaluation

How will you know that the training was successful?

How will you share news of that success?

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