

# TCT PREPARATION FOR TRAINING DAY

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Date(s) \_\_\_\_\_

Facilitator #1 \_\_\_\_\_ Facilitator #2 \_\_\_\_\_

Who will open the training day? Housekeeping, expectations, introductions, etc.

In what order are you doing the modules?

Who will present which modules?

How long will each module run?

Where will each break occur?

How long will each break be?

When will you break for lunch?

How long will you break for lunch?

What is your target completion time?

Who will prepare the schedule for the two of you?

Who will double check details with the requesting unit's POC?

- Training room: location, condition, size, facilities, etc.
- Head count
- Facilities you need: Overhead/PowerPoint, TV/VCR, Flip chart / stand, White board, Tables
- Refreshments, Lunch options

Who will arrive early the morning of the training to set up everything the way you want it?

Where and when will you run copies of your handouts?

Do you need to make any of your own overheads/slides?

Are there pieces of equipment you might need for an exercise?

Do you have at least one exercise, video, case study or application exercise for each module?

Have you planned some kind of active participation for after lunch?

Do you have copies of the workshop roster?

Have you written the session # on the roster?

Do you have copies of a critique sheet that you want to use?

Are you providing the trainees with TCT requirement information to take home?