

## **Preparing for Training:**

Take these steps prior to holding a training event:

1. Determine the content that is most relevant to your audience needs. You may wish to use a needs assessment survey to gather this information.
2. Based on the content areas you wish to cover, determine which activities you will conduct during the event.
3. Prepare an agenda based on the content areas and activities you will cover. You may find the sample agendas helpful as a reference.
4. Prepare materials for participant packets. Content areas and activities have recommended handouts identified. Color-coding and/or numbering the handouts helps to keep the presentations organized during the training.
5. Prepare for specific activities to be conducted during the event. Some require identification of participants to participate in the presentation. For example, the demonstration of a child example requires that you identify and prepare a teacher/provider to present a child example. Another example is the small group COSF activity – you must send information to participants so that they know how to come prepared to discuss and describe the functioning of at least one child with whom they work.
6. Ensure you have the right equipment. You may need:
  - Capacity to play video
  - Capacity to show PPT
  - Capacity to show websites on line
  - One or microphones for larger groups
7. Determine how you will arrange the training space.
  - Seating that allows good viewing of the PPT
  - Seating that allows participants to break into small groups or other activities, as appropriate
8. Will you evaluate the training event? If so, develop evaluation questions and a format for participants to respond.