

Preparing Your Training

1. Set SMART Objectives

- What do we want to achieve through this training?
- What change do we want to see in our participants after the training?

2. Select Participants

- Who do we need to train to reach our program objectives?
- How many do we need to train?
How many are we able to train at one time?
- What do we need to consider when we chose our participants?
 - Age & Gender
 - Politics
 - Social/cultural issues
 - Availability

3. Choose Content

- What information do we need to include in order to create the change we want to see
- Tailoring the information
 - Level of detail
 - Level of difficulty
 - Mix of activities

4. Select Teaching Methods

- What is the best way to convey the information? Some lessons are easily conveyed through an activity or through discussion, while other information is best presented in a lecture.
- What are the limiting factors?
 - Your materials/resources: Do we have access to everything we need, including a chalkboard or whiteboard, electricity and electronic equipment?
 - Time: How much time do you have for your workshop? Give yourself enough time to complete all your activities and presentations without rushing. Certain activities take longer than others. Include time for introductions, questions from participants, breaks, pre- and post-tests and evaluations. End the workshop early enough to allow participants to return safely to their homes.
 - Number of participants: How many people do you expect to attend? Certain teaching methods and activities are more appropriate for large groups, while others work better with small groups.
 - Knowledge and characteristics of participants: What are the age, education, knowledge base and objectives of the participants?
 - Location. How much space do you have to conduct activities? Some activities require space to move around, while others require tables for group work.
 - Number of facilitators available to conduct the training

5. Identify Facilitators

- Who will lead the training?
- Do we need one person or several?
- Do they have the background information and skills they need?
- Are there guest speakers or panelists that need to be briefed?

5. Plan the Logistics

- Location
- Room set-up
- Timing
- Length of the training
- Length of each activity/presentation

7. Pre-test the Training

- Did you achieve the result you expect?
 - Was the content appropriate?
 - Were the presentations clear?
 - Were you able to implement the activities as planned?
- What changes do you need to make to improve the training?

8. Preparations for Implementation

✓	Participants	Have the appropriate target groups been invited? Do you know how many people will attend? Be prepared for additional participants.
✓	Lighting	Is the room too light or too dark? If the room is too dark, people may become sleepy and may not participate. If the room is too light, participants may not be able to see images in a slide show.
✓	Temperature	Is the room too hot or too cold? Can you control the temperature? Where are the windows? Do they open? Is there air conditioning or fans?
✓	Restrooms	Are there restrooms available? Do you know where they are located? Tell participants where they are at the start of the workshop and at break times.
✓	Audio-visual Equipment	Does the room have the electronic equipment you need such as a slide projector, overhead projector, TV or video? Be sure they are working and that you know how to operate them. Is there electricity? Where are the outlets located? Do you need an extension cord? Are there often power outages? Do you have other activities or materials to use in case the electricity is not working? Is there a generator available?
✓	Room Set-up	Is the room large enough, with enough space for activities? Do you have enough chairs? Set up the room in a way that will make it easy for the participants to see the facilitator and the slide show or flip chart. You may wish to arrange the chairs in a circle (for a small group), in a half circle (medium-sized group) or in rows or around small tables (large group).
✓	Materials	Do you have all the materials and handouts you need for your presentations and activities? Are there enough copies for all participants? Are all your documents organized and clearly labeled so you can find them easily? Be sure to bring paper copies of all your presentations so you can refer to them if the computer or slide show does not work.