

Instructor Responsibilities for a Training Session

3-4 Weeks Prior to the Training Session:

- ☐ Check to make sure you have the most recent version of the curriculum
- ☐ Review the curriculum and materials, including any prerequisites or pre-work
- ☐ Note areas where questions might arise or you feel participants might struggle with concepts
- ☐ Practice delivering portions of the curriculum
- ☐ Speak with your Resource Specialist or CIS if you have any questions

2 Weeks Prior to the Training Session:

- ☐ Receive and check your training materials and contact the Administrative Assistant who sent you the box if anything is missing
- ☐ Preview all multimedia being used
- ☐ If needed, prepare pre-made flip charts

1 Week Prior to the Training Session:

- ☐ Check the directions to your training site on the Training Room Guide; check the weather and traffic/construction information
- ☐ Plan to arrive one hour prior to your day's start
- ☐ Identify key examples, scenarios, or large group discussion questions if not specified in the curriculum content

During the Training Session:

- ☐ Setting up materials, resource table
- ☐ Setting up sign-in sheet and instruct participants to sign in
- ☐ Re-testing media in the room
- ☐ Greeting participants as they enter the room
- ☐ Using verbal and nonverbal signs to assess your participants' level of understanding and comfort with content/activities
- ☐ Continuously assessing timing
- ☐ Continuing to self-evaluate throughout the day and adjust as needed

After the Training Session:

- ☐ Log in to attendance sheet, complete, and submit
- ☐ Clean up supplies and room
- ☐ Self-evaluate for any necessary changes for your next training session

- ☐ Send back training materials using prepaid label included with your materials box
- ☐ Submit invoice
- ☐ Complete the Trainer Feedback Form
- ☐ Turn off equipment and lock the door, unless otherwise indicated