



Planning a Training!

We are going to be mapping out our own unique follow up plan. Pick a facilitator and someone to take notes/report back. A field organizer/coach will pop in to support for 15 minutes at the beginning or end!

Training arc timeline

When	What
<i>Preconditions for running a successful training</i>	<input type="checkbox"/> Build a local core team <input type="checkbox"/> Do a local assessment/set local goals <input type="checkbox"/> Connect with your field organizer/training team for support/coaching
<i>Before the training</i> <i>(more comprehensive checklist also available!)</i>	<input type="checkbox"/> Decide on a training team (core team or working group) <input type="checkbox"/> Choose a date <input type="checkbox"/> Assign roles <input type="checkbox"/> Set up training goals and absorption strategy with a Pre-training Strategy Session <input type="checkbox"/> Recruit participants <input type="checkbox"/> Practice!
<i>At the training</i>	<input type="checkbox"/> Run the training!
<i>After the training</i>	<input type="checkbox"/> Follow up with participants through a 1:1 campaign <input type="checkbox"/> Plug people into the strategic container with a Post-training Strategy Session <input type="checkbox"/> Make it easy to stay involved with clear rhythms, structures, and ongoing projects/campaigns

Goals for this breakout

1. **General timeline of a training strategy** (if you want to propose a date for a training itself, go for it!)
2. **One meeting** (ideally with a date) for your next step in the timeline (training strategy session, training coordination meeting)
3. **One or two coordinators** to bottomline making these happen!

Resources

- Your field organizer
- Adaptable agendas for Pre-training Strategy Session and Post-training Strategy Session
- Training coordination timeline & checklist
- Roles checklist
- 1:1 guides and trackers