

OUTLINE

Train-The-Trainer

Lesson 1

Getting Started

- Icebreaker
- Workshop Objectives

Lesson 2

Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each

Lesson 3

Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

Lesson 4

Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

Lesson 5

Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

Lesson 6

Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location

Lesson 7

Getting off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers

Lesson 8

Delivery Tips and Tricks

- Using Visual Aids
- Creating Supporting Materials
- Gauging When It's Time For A Break

Lesson 9

Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes

Lesson 10

Dealing with Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

Lesson 11

Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

Lesson 12

Wrapping Up

- Words from the Wise
- Lessons Learned
- Completion of Action Plans and Evaluations