

3

TEAM TRAINING TOOLKIT

1: BRAINSTORM

2: SORT

Theme 1:

Theme 2:

Theme 3:

Theme 4:

3: SELECT & SCHEDULE

Training 1:

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Date:

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Time:

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Location:

Training 2:

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Date:

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Time:

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Location:

Training 3:

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Date:

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Time:

*

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Location:

Training 4:

*

Date:

*

Time:

*

*

Location:

4: ESTABLISH CLEAR AIMS

Aim 1:

Aim 2:

Aim 3:

5: RESEARCH

Source:



Who created it?

Where I found it?

Key points:

How could it be used?

Source:



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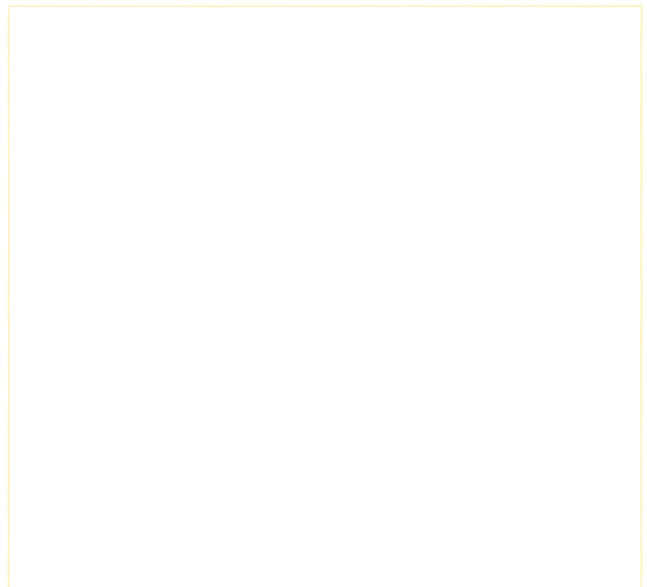
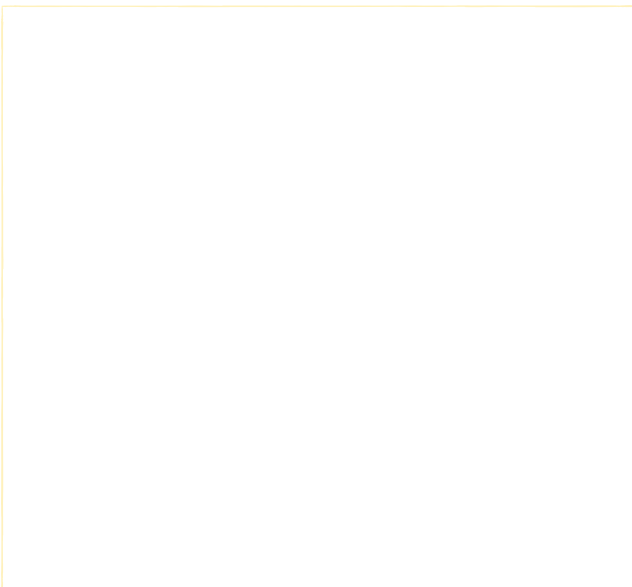
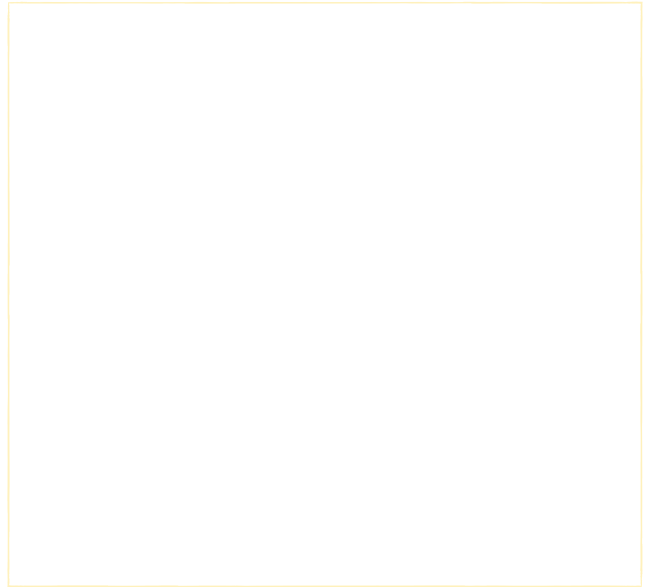
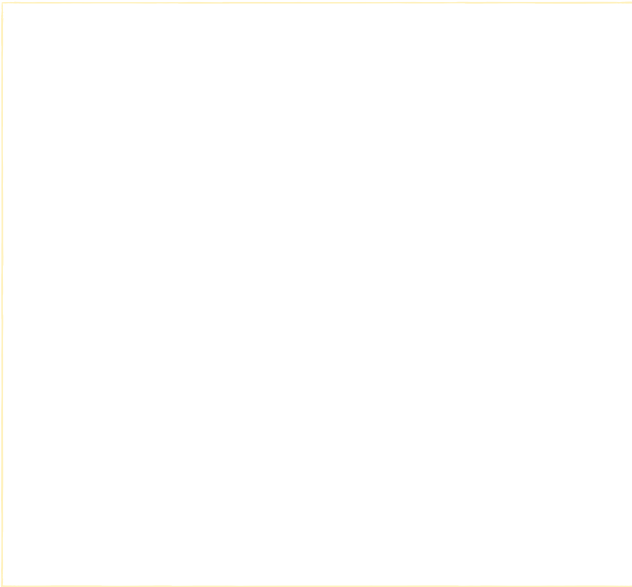
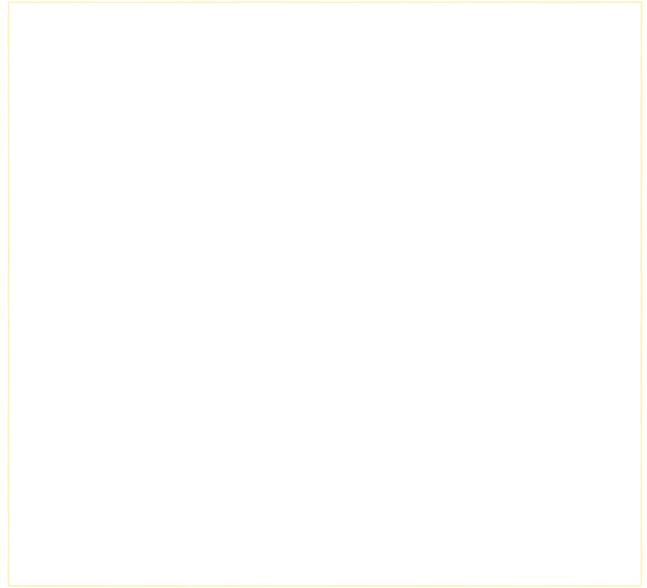
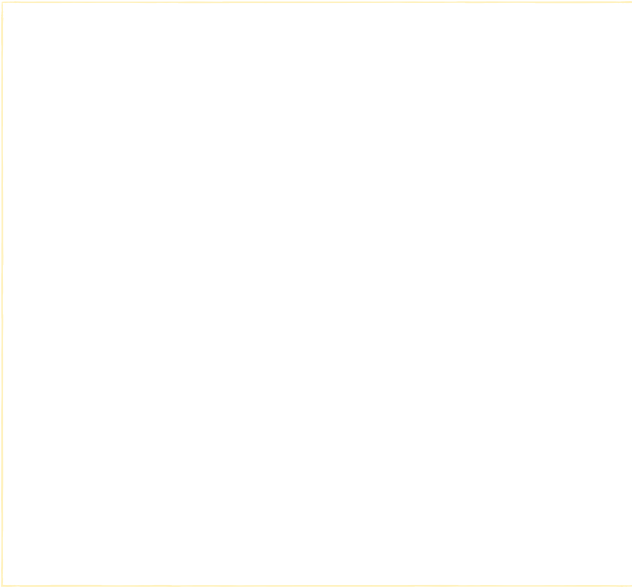
Who created it?

Where I found it?

Key points:

How could it be used?

6: MAKE IT MULTIMODAL



7: STRUCTURE

INTRODUCTION

What is the topic?

Why is it important?

How/who will it benefit?

What are the aims of this training?

What are they learning today?

What does it look like in practice?

CONTENT SECTION 1

What is the focus or sub-topic of this section?

What is being taught?

How does it meet the aims?

What mode/s will I use and how?

What resources or activities will I need to prepare?

CONTENT SECTION 2

What is the focus or sub-topic of this section?

What is being taught?

How does it meet the aims?

What mode/s will I use and how?

What resources or activities will I need to prepare?

CONTENT SECTION 3

What is the focus or sub-topic of this section?

What is being taught?

How does it meet the aims?

What mode/s will I use and how?

What resources or activities will I need to prepare?

WRAP UP

What have you covered today?

Is there anything you didn't cover? Other issues raised?

Going forward, what are the expectations?

What does success look like?

How will it be measured?

How can they get support and support each other?

8: DELIVER

BEFORE

- Finalise resources (slides, handouts, links, etc.)
- Confirm and prepare venue
- Revise content
- Send reminder and hype it up!
- Check dietary requirements if relevant
- Arrange refreshments
- Special touches?
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DURING

- Shift between leading and facilitating
- Take a small break or two
- Keep notes, record requests and suggestions, etc.
- Ask for one key takeaway
- Ask team to commit to implementing one thing
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AFTER

- Send a 'thank you' message
- Send a survey asking for feedback
- Pay them for the training
- Revise meeting notes and attend to anything needing follow up
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9: FOLLOW UP

1:

Resources:

Created

Date:

Scheduled

2:

Resources:

Created

Date:

Scheduled

3:

Resources:

Created

Date:

Scheduled

4:

Resources:

Created

Date:

Scheduled

5:

Resources:

Created

Date:

Scheduled

6:

Resources:

Created

Date:

Scheduled