

Train the Trainer Training Plan

Module	Module	Trainer	Objectives
Observe Qualified/Accomplished Trainer	Overview of [Operation/Subject Matter Here]	Accomplished Trainer (AT)	Discuss the delivery of [Operation/subject matter] training and the key activities of the train-the-trainer program, including roles and responsibilities.
	Trainee/Trainer Debrief and Feedback	Trainee/AT	Seek clarification of the train-the-trainer activities.
	Observe	AP	Observe an accomplished trainer deliver the [operation/subject matter] training.
	Trainee/Trainer Debrief and Feedback	Trainee/AT	Seek clarification of the training activities.
	Practice deliver training (section/module/part)	AT	Deliver a section/module/part of the [operation/subject matter] training (section/module/part to be agreed on by trainee and trainer).
	Trainee/Trainer Debrief and Feedback	Trainee/AT	Seek feedback on your training delivery and adjust your delivery during the Practice and Deliver section of the program.
	Knowledge Check (subject matter neutral)	AT	Check your knowledge for delivery of [operation/subject matter] training.
	Trainee/Trainer Debrief and Feedback	Trainee/AT	Seek feedback and discuss your knowledge check. Adjust your delivery during the Practice and Delivery phase of the program.
Essential Skills	Six Boxes	Joe Halpin/Self-guided	Use Six Boxes to Ensure the Components are in Place to Support Training and Enable Performance
	Presentation Skills (public speaking, content, materials, visuals)	Off-the-shelf	- Explore methods to engage learners and align your presentation with course objectives - Prepare for training - Execute the training plan - Explore considerations for audio visuals that support the training content, including referenceable resources
	Listen Actively	Off-the-shelf	Explore listening practices to support the creation of a respectful and safe training environment
	Facilitate and Manage Trainees	Off-the-shelf	During training sessions:

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			- Effectively communicate with trainees to enable desired outcomes - Recognize dysfunctional behaviors - Intervene to align trainee behavior with expectations - Solve trainee conflicts to enable desired outcomes - Facilitate online sessions to enable desired outcomes
	Design a Training Strategy	Joe Halpin/Self-guided	Use: - How to do the instructing yourself checklist - Instructional Activities Planning Map - Training Session Planning Map Checklist/Assessment to create a training strategy and check all training delivery components are in place.
	Setup the Training Environment	Joe Halpin/Self-guided	- Create a safe space to learn - Include multiple modes to learn and seek information - Ensure the learning environment is flexible and can change based on learner and subject matter needs - Encourage practice and reward failure - Ensure you can observe from different vantage points - Continuously provide feedback - Encourage participant feedback - Use the Training Environment checklist to ensure all environment components are present
Practice and Deliver	Deliver Training ☐ Prepare ☐ Review expectations ☐ Observe ☐ Debrief and feedback ☐ Prepare to co-train	Trainee/AP	- Meet pre-requisites for ... - Review objectives and expectations for a trainer - Observe a trainer - Discuss training session with trainer - Deliver the training with an accomplished trainer

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	☐ Co-train ☐ Debrief and feedback ☐ Train on own ☐ Debrief and feedback ☐ Assessment (optional)		• Discuss co-training session • Deliver training on your own • Discuss your performance with an accomplished trainer • Deliver and facilitate assessments
Improve	Continuous improvement plan	Trainee/AP	• Discuss continuous improvements with an accomplished trainer/manager
Applied on the Job	Lead training on own	Trainee	• Deliver training on subject matter approved by manager