

# Girl Scouts of Virginia Skyline Council

## COUNCIL TRAINER CHECKLIST

### LEAD TRAINER RESPONSIBILITIES:

- [Review Council Trainer Procedures \(#3010\)](#).
- Plan ahead to identify training session date(s) with team and proactively set dates outlined in council trainer procedures.
- Submit site reservations: [2150 GSVSC Camp Property & Equipment Reservation form](#). Ensure receipt of confirmation.
- Submit training publicity request: [2345 GSVSC Training Publicity Request](#). Reply to confirm and/or request corrections. Training publicity required for council to create registration and promote training.
- Add confirmed training dates to the [Council Trainer Rally Calendar](#).
- Promote training registrations. You will receive a registration link for training. Review and promote it!
- Submit training advancement request, when applicable: [Council Trainer Advancement Request \(#1129\)](#)
- Assess training supply needs and submit request for printed training materials: [GSVSC Training Print Order Form](#). Allow 4 weeks processing time. Obtain additional training supplies as needed.
- Confirm receipt of Participant Training Roster (Google Sheet). Rosters will be shared within two (2) to four (4) days after registration close date. If not received, email request to [info@gsvsc.org](mailto:info@gsvsc.org).
- Keep accurate attendance records. **Within 3 days** following training, complete attendance in shared Participant Training Roster (Google Sheet). Attendance required for council board reports.
- Scan and email training evaluations and required reports to [info@gsvsc.org](mailto:info@gsvsc.org).
- Submit trainer advance reconciliation and/or expense reimbursement form, when applicable: Council Trainer Advance Reconciliation or Expense Reimbursement (Form# 1131) to [info@gsvsc.org](mailto:info@gsvsc.org) and mail check made out to GSVSC for remaining advancement funds within 30 days of training session completion to council headquarters.
- Within 48 hours of any incident or concerns, report issues to the Chief of Volunteer Experience and/or Chief Operating Officer. Submit an incident report when applicable: [Incident Report \(1089\)](#). Ensure to report any discord among trainers.

### PRE-SESSION:

- Coordinate an initial planning session for the training team and ensure the planning session takes place in person when an apprentice trainer is part of the training team.
- Determine who will carry out training responsibilities and each part of the session to avoid confusion.
- Use the training mentor guidelines (Form# 3208) when an apprentice trainer is on the training team. Ensure apprenticing trainers feel welcomed, supported, and have opportunities to learn facilitation of session.
- Ensure all topic areas are assigned. Training assignments are based on individuals' strengths, expertise, and comfort level, but also allowing for growth and opportunities to learn new subject matter.
- Lead discussion on strategies for adding or correcting information. Ensure a smooth flow of training session.
- Two weeks prior to training, confirm you have received training materials from the council.
- Review individual topic areas and discuss the learning objective and how it will be met.
- Practice presenting assigned topics that you have not previously given or on which you would like to improve.
- Arrive at the site early enough to discuss any concerns about the session and set up.
- Post signs to direct participants to the training course location or sign in table.

### DURING SESSION:

- Greet participants at the door.
- Have participants sign the printed Participant Training Roster and make nametags.
- Ensure to begin and end on time. Be aware of time-flow and assist in moving the session along.
- Train in *front* of the group, as opposed to behind the group.
- Check in with the other trainers during the session to evaluate how the training is going.
- Keep to session design objectives. Limit off-topic or discussion of personal experiences by participants or trainers.
- If the group is dragging, take a break or add energy-boosters such as a song, game, movement, or something to take back.
- Answer questions pertinent to the session. Use a "parking lot" to answer off-topic questions during breaks or after the session or refer questions to the appropriate council staff for guidance.
- Remind adult participants they must have an active gsLearn account to receive credit for course completion.
- Provide participants with relevant training resources, course evaluation (#2387), sign training card (#3003) and provide any relevant next steps.

### IMMEDIATELY AFTER SESSION:

- Sign training cards and return health forms.
- Clean up the room and/or entire training site to ensure you leave it better than you found it.
- After participants have left, review and facilitate the session evaluations immediately after the session has ended.
- Complete the Post-Training Team Evaluation (#3326).
- If training with an apprentice trainer, **always** complete the Apprentice Trainer Assessment (#3207) and submit to [info@gsvsc.org](mailto:info@gsvsc.org), after each apprentice trainer session.
- Return keys, materials, and reports. Prepare and return training equipment for the next session.
- Write the site a thank-you note, if appropriate.
- Submit required reports to [info@gsvsc.org](mailto:info@gsvsc.org) as scanned/digital files. **Do not combine files in one large document as different forms go to different council departments.** Ensure all files and receipts are legible.
- Follow up with participants regarding any questions not answered during the training session.