

COUNCIL TRAINER CHECKLIST

LEAD TRAINER RESPONSIBILITIES:

- ☐ Confirm site reservations as needed. Ensure you have site access codes, if applicable.
- ☐ Review training publicity submissions for errors or needed corrections. Notify info@gsvsc.org of any registration errors or needed corrections.
- ☐ Promote training registrations.
- ☐ Reserve or order training materials or supplies as needed.
- ☐ If you have not received participant information, email info@gsvsc.org for link to attendance roster (Google Sheet).
- ☐ Coordinate the 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.
- ☐ Use the training mentor guidelines (#3208) when an apprentice trainer is on the training team.
- ☐ Determine who will carry out training responsibilities and each part of the session to avoid confusion.
- ☐ Ensure that topic areas are assigned to use individual's training strengths to ensure the smooth flow of training session.
- ☐ Lead discussion on strategies for adding or correcting information.
- ☐ Facilitate the session evaluation immediately after the session has ended.
- ☐ Keep good records. Complete attendance roster in Google Sheet and ensure that appropriate paperwork is sent to GSVSC headquarters immediately after training (within 3 days).
- ☐ Follow up with participants regarding any questions not answered during the training session.
- ☐ Ensure to immediately report any participant concerns or discord among trainers to the Chief of Volunteer Experience and/or Chief Operating Officer.

PRE-SESSION:

- ☐ Confirm dates in your calendar and with your team, if applicable. Plan and be proactive.
- ☐ Confirm you have received all appropriate 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 attendance Sheet Roster and make nametags.
- ☐ Begin and end on time.
- ☐ Train in *front* of the group, as opposed to behind the group.
- ☐ Be aware of time-flow and assist in moving the session along.
- ☐ Check with the other trainers during the session to evaluate how the training is going.
- ☐ Keep to the session design. May need to limit discussion of personal experiences by trainers and participants.
- ☐ If the group is dragging, add energy-boosters (song, game, or something to take back to the troop).
- ☐ Answer questions pertinent to the session. Other questions can be answered during breaks or after the session or may be referred to the appropriate staff or service team member.
- ☐ Provide participants with relevant training resources, course evaluation (#2387), sign training card (#3003) and provide next steps.
- ☐ Remind adult participants they must activate their gsLearn account to receive credit for course completion.

IMMEDIATELY AFTER SESSION:

- ☐ Clean up the room or entire training site to ensure you leave it better than you found it.
- ☐ After participants have left, review the evaluations.
- ☐ 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, 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 all required reports to info@gsvsc.org as scanned/digital files. Ensure all files and receipts are legible.