

## COUNCIL TRAINER CHECKLIST

### LEAD TRAINER RESPONSIBILITES:

- 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](mailto: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](mailto: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](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 all required reports to [info@gsvsc.org](mailto:info@gsvsc.org) as scanned/digital files. Ensure all files and receipts are legible.