# Critical Elements of Training Design

**Instructions:** Use this checklist as a starting point for items to consider. Customize this document, adding relevant information as appropriate or removing information that does not apply to your situation.

## Introductory Elements

| Check Box | Training Elements | Time Allotment |
| --- | --- | --- |
|  | Introductions *Trainer(s), participants* |  |
|  | Icebreaker/warm-up activity *Start each day with this element and intersperse in training, as needed* |  |
|  | Review and/or provide logistical information *Provide registration forms, credit information, housekeeping details, etc., where applicable* |  |
|  | Review goals and objectives for the training  *Expectations of participants, follow-up plan* |  |
|  | Review the training agenda |  |
|  | Provide a brief overview and walk-through of training materials |  |
|  | Develop and post group norms |  |
|  | Solicit and post participant expectations |  |

## Body

| Check Box | Training Elements | Time Allotment |
| --- | --- | --- |
|  | Rationale for curriculum/program targeted—theory/research base |  |
|  | Orientation to curriculum/program manual, if applicable *Include updated content information* |  |
|  | Presentation of content information *Content necessary to gain “functional knowledge”* |  |
|  | Skill-building session focused on teaching methods employed in the program/curriculum *(e.g., brainstorming, role-playing, cooperative learning, small group work)* |  |
|  | Practice-teach session where participants teach curriculum lessons or skills being taught *Include the following:*   * *Modeling by trainer* * *Prep time for participants* * *Dyad, triad, or small group practice* * *Feedback beginning with self-reflection* |  |
|  | Implementation (action) planning *Share follow-up plan* |  |

## Closing Elements

| Check Box | Training Elements | Time Allotment |
| --- | --- | --- |
|  | Daily processing |  |
|  | Closure *Connect to training objectives and expectations, review follow-up plan* |  |
|  | Written evaluations |  |