# 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 |  |