# Instructor-Led Training Facilitator Preparation Tasks

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<th>TIMING</th>
<th>PREPARATION TASKS</th>
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| **2 weeks before the session** | - Identify and create a list of participants, including their e-mail addresses.  
- Send an introduction, a welcome letter, and pre-work to all participants. |
| **3 days before the session** | - Send an e-mail to all participants.  
  - Ask them to bring their goals, questions, or other specifics related to the topic. Here’s an example: Describe a problem or opportunity you see in the organization that, if solved, would have a major impact on increasing revenue or decreasing expenses.  
  - Confirm that they have received and downloaded the session materials.  
  - Schedule the delivery of lunch for all participants at the designated lunch hour in adherence with your company policy.  
  - Review the facilitator guide, participant guide, and session slides to ensure you are familiar with the content. |
| **The morning of the session** | - Arrive at least an hour ahead of time to make certain the room is set up correctly and that there are no technical concerns. |
| **1 day after the session** | - E-mail a feedback survey to participants.  
  - Remind participants that they can use the web-based version of the course and/or the provided resource materials to reinforce concepts when working on their homework assignment. |
| **2 days after the session** | - Collect the feedback survey from participants.  
  - Provide assessment feedback to each participant. |
| **2 weeks after the session** | - Follow-up with participants on their homework assignment.  
  - Provide feedback to participants on their completed homework assignment.  
  - Enhance the facilitator guide, participant guide, and session slides based on any feedback you received from participants or your own observations. |