INSTRUCTOR-LED TRAINING FACILITATOR PREPARATION TASKS

TIMING	PREPARATION TASKS
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.

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