TRAINING FLOWCHART
A Guide to Building Capacity

1. Planning
- Identify a course
  - Option 1: The Alliance reaches out to the trainer
  - Option 2: The trainer submits a training idea to the Alliance
  - Determine content, location, date, time, & audience
- Basics
  - Trainer submits course description, Key Learning Objectives, Alignment to Principles & Standards, and evaluation questions
  - Trainer signs Scope of Work Contract
  - Trainer submits W-9
- Marketing
  - Online trainer profile
  - Course posted to Alliance website and social media
  - Alliance Training Catalog
  - Alliance E-Blasts
  - Alliance Weekly Webinars
  - The Ally Newsletter
  - Trainer publicizes

2. Pre-Training
- Within 3 Business Days
  - Trainer submits Training Summary, & invoice, pics/video to Alliance
  - Alliance sends trainer participant evaluations
- Within 1 Month
  - Alliance sends payment
  - Optional: submit blog/op-ed

3. Training Day
- Online Webinars
  - Technology Check (15 minutes before training begins)
  - In-Person
    - Host prepares space
    - Final Set-up & Tech-check (trainer arrives at least one-hour in advance)
    - Host welcomes participants, collects sign-in sheets, reviews COVID-19 safety measures, and shares message from the Alliance

4. Post-Training
- Trainer submits Training Summary, & invoice, pics/video to Alliance
- Alliance sends trainer participant evaluations
- Alliance sends payment
- Optional: submit blog/op-ed

One Week in Advance
- Trainer submits training materials to the Alliance
- Alliance + Trainer + Host Meeting
- Trainer prepares materials to be used during the training
- Alliance sends participants a reminder email, pre-materials, and location information

Training Tasks
- Trainer welcomes and reviews the agenda with participants and conducts training
- Host distributes and collects evaluations, thanks participants for coming, and shares message from the Alliance
- Trainer and host take pictures/video throughout and clean and re-set space when done
- Trainer thanks host