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

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

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

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

4 Post-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