

7 STEPS TO PREPARE FOR A NEW TRAINING

I spend about 60 hours preparing for a first-time training. Yes, I know this sounds like a lot, but it pays off in that I feel prepared, participants are satisfied, and it's an investment in subsequent deliveries.

Below are the steps I follow. Hopefully, they inspire you to think about how you prepare and offer some helpful ideas.

01 | Read the Manual

Best is from cover to cover, *in one sitting*, and, if possible, *aloud*. It doesn't take long and it gives me a mental framework of the material.

02 | Background Reading

Typically, I spend 30 hours doing background reading and studying. The recommended reading list provides some options, and Amazon reviews help with the final selection. Podcasts provide interesting additional tidbits, relevant research, and interesting stories. My favorites are: HBR IDEACAST, TEDTalks, Freakonomics, Radiolab, and The Art of Charm.

03 | Watch the Webinar

If there is a webinar of the training, I watch it. This is the one-hour, condensed version of the training. I don't take any notes – I just listen.

04 | Watch the Training Video

I do this in four sections: 9 AM – morning coffee break on one day; coffee break – lunch on day two; and so on. I listen, take copious notes, and pause the video to record a summary of each idea that's presented, sometimes writing out what the trainer says word for word. These notes are put into a binder with tabs to delineate each section of the day and will be my reference when I train.

05 | Notes for Delivery (NFD)

Now I take out the *Notes for Delivery* and go through the day, noting in my binder (from step 4) where activities and reflection questions take place, videos are shown, and which PowerPoint slides correspond to which manual pages.

06 | Make it Your Own

Here I add my own stories and decide which videos to use. Adding my own stories and experiences only serves to make the training more interesting and valuable.

07 | Mock Presentation

Now I am ready to do a mock presentation. Sometimes I video myself, other times I stand in front of the mirror. Occasionally, the family dog provides an audience. This consolidates content and points out areas of delivery to work on.

The number of repeat participants who are satisfied customers are a testament to our exceptional resources. Participants tell me they find the quality of training to be outstanding and are grateful for the knowledge and skills we provide. We should be proud to have the opportunity to offer exceptional training and ensure we have done our part in preparation.

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