Robbclan

Train-The-Trainer
Sample Checklist

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Purpose

To prepare internal facilitators to deliver engaging, consistent, and inclusive training — whether live, virtual, or asynchronous.

1. Training Readiness

Trainer Understands:

- The goals and objectives of the training session.
- Who the target learners are, considering roles, experience level, and neurodiversity.
- The outcomes expected after the session.
- The format: live, hybrid, or recorded.
- Session length and timing.
- Available tools/platforms such as Zoom, Notion, LMS, Miro, etc.

2. Content Preparation

Trainer Has:

- Access to the training deck, scripts, and facilitation guides.
- Reviewed and rehearsed all materials.
- Customized examples for their audience if needed.
- Understood the knowledge checks, assessments, or quizzes.
- Verified all content is current and accurate.
- Verified visuals and documents are neurodivergent-friendly (e.g., alt-text, color contrast, minimal clutter).

3. Logistics & Setup

Trainer Has:

- Scheduled the session and sent invites.

- Booked/checked the training environment (room, Zoom, Teams, etc.).
- Pre-loaded the presentation, tools, and media.
- Tested AV equipment, screen sharing, and backup plan.
- Verified participant access (login credentials, permissions).
- Shared pre-work or prep materials with learners.

4. Facilitation Skills

Trainer Demonstrates:

- Confidence speaking and explaining technical or complex topics.
- Ability to manage timing and pacing effectively.
- Comfort using interactive tools like polls, breakout rooms, and annotations.
- Awareness of inclusive practices (e.g., calling on quiet participants, reading chat aloud).
- Ability to adjust delivery based on learner feedback or confusion.
- Active encouragement of questions and discussion.

5. Engagement & Interactivity

Trainer Has Built In:

- Icebreakers or warm-up questions.
- Real-world scenarios or stories.
- Interactive elements like polls, Q&A, and breakout activities.
- Group or partner discussion points.
- “Pause & Reflect” moments every 10–15 minutes.
- Optional self-paced follow-up content.

6. Post-Training Follow-Up

Trainer Will:

- Share slides, recordings, or notes with participants.
- Collect feedback via a survey or quick form.
- Note any common questions or confusion for content updates.
- Check in with learners as needed, especially for high-impact sessions.
- Debrief with the enablement/learning team for improvements.

7. Continuous Improvement

Trainer Is Encouraged To:

- Shadow experienced trainers.
- Record and review their own session if possible.

- Attend regular trainer refreshers.
- Submit suggestions for updating training materials.
- Track learner outcomes and make data-driven changes.

Bonus: Neuroinclusive Add-Ons

- Offer multiple formats (visuals, audio, written).
- Use high-contrast slides with minimal text.
- Provide transcripts or summaries.
- Set expectations clearly at the start.
- Allow breaks and self-paced sections where possible.
- Use plain language and avoid idioms or metaphors that may confuse.