



**Become
A Super
Trainer!**

Improve Your Training!

Employee & Organizational Development (EOD) has consolidated the resources you need to develop and implement training at Texas A&M for both online and instructor-led environments, all in one website.

Enhance your existing training courses or create brand new training with our templates, checklists and tools. This “how to” guide is organized into three major sections that describe the overall training process: **Plan**, **Develop**, and **Execute**.

Plan

Define your training’s purpose, audience, and objectives, and determine the method of delivery (instructor-led, online, or both).

Develop

Identify best design practices and download templates that follow the Texas A&M brand guide.

Execute

Identify the logistics and components to consider when delivering your training, and download checklists based on your delivery method.

Visit our resources online:

EODinfo.tamu.edu/resources/train-the-trainer



**EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT**

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