
Train the Trainer Checklist

Plan

- Purpose
- Audience
- Objectives
- Content outline
- Assessment
- Delivery

Develop

- Script
 - Organizing your content
 - General elements
 - Determining content
- Design
 - Branding
 - Colors
 - Typography
 - Images
- Instructional Aids
 - Handouts
 - Slide shows
 - Video
 - Audio
- Lesson Plan for Instructor-led
- Storyboard for Online
- Creating the Final Product

Execute

- Instructor-led
 - Logistics
 - Prepping the classroom
 - Classroom management
 - Timing
- Online
 - Hosting
 - Logistics
 - TrainTraq requirements