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