



Training for the Trainers: Sharing Knowledge, Holding Space

Tuesday, April 24, 2018 <u>Part I Agenda</u>	
9:30 AM – 10:00 AM	Check-In
10:00 AM – 12:00 PM	WHAT DO YOU KNOW? <ol style="list-style-type: none">Knowing your self<ul style="list-style-type: none">Comfort: presenting, language, voiceStyle: formal, informalKnowing the topics<ul style="list-style-type: none">Topics that you know WELLKnowing the audience<ul style="list-style-type: none">Who are the audience? (Students, Social Worker, LE, STOP Administrator, Program staff etc.)How many people are expected?Knowing the site/place /time<ul style="list-style-type: none">Room sizeSeating arrangementAV Equipment: lapel mic, extra mics, projector etc.Time of the dayTemperatureDistraction
12:00 PM – 1:00 PM	LUNCH BREAK
1:00 PM – 4:00 PM	SKILL & TECHNIQUES: <ol style="list-style-type: none">Self: What do you need to prepare yourself?<ul style="list-style-type: none">Review the slides/materialsEquipment: laptop etc. – that you are familiar withComfortable clothing, shoes: if you have to stand all dayCultural sensitivity<ul style="list-style-type: none">RespectMake connectionUsing the right language/wordsTopics:<ul style="list-style-type: none">What do you want to cover? ContentCreating agenda
4:00 PM – 4:30 PM	Q & A, Evaluation, Close

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Wednesday, April 25, 2018	
<u>Part II Agenda</u>	
9:30 AM - 10:00 AM	CHECK-IN
10:00 AM - 12:00 PM	SKILL & TECHNIQUES: 4. Presentation materials: - PowerPoint slides, handouts, exercises, 5. Facilitation skills - Adult learning theory - Managing the audience/participants
12:00 PM - 1:00 PM	LUNCH BREAK
1:00 PM - 2:00 PM	Group work: creating a 1-hour training
2:00 PM - 4:00 PM	GROUP PRACTICE Group presentation
4:00 PM - 4:30 PM	Q & A, Evaluation, Close

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