



Trainer's Training Preparation Checklist

After completing the **ASQ-3™ & ASQ:SE-2™ Training of Trainers Institute**, you are now ready to train your colleagues! When your first training request arrives, it's time to start preparations for the seminar.

First, you should have the following questions answered so that you are better prepared.

- How many people will be at the training?
- Where will the training be held?
- Will the training be for ASQ-3™, ASQ:SE-2™, or both?
- How are they currently using the ASQ-3 and/or ASQ:SE-2?
- What age group(s) do they primarily work with?
- What is the experience level of the trainers?
- How long have they been using ASQ-3 and/or ASQ:SE-2?
- What would they like to get out of the training?
- Are there specific topics or questions that they would like to have covered?

A week before the training, you will want to

- Review the answers to the above questions to familiarize yourself with the group and understand the needs of the trainees
- Prepare your training materials
- Get a good night's sleep before the training

During the training, remember to

- Greet participants as they arrive
- Introduce yourself and consider conducting an ice-breaker to get to know one another
- State the objectives of the seminar
- Review the agenda
- Encourage people to ask questions and then be sure to answer them as time allows
 - Suggest creating a "parking lot" for questions and addressing them all at one time
- Talk slowly; people tend to talk faster when they are nervous—keep a nice even pace
- Keep an eye on your time—no one like to run over time