



# Trainer's Training Preparation Checklist

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

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

- How many people will be at the training?
- Will the training be virtual or in-person? If in-person, where will the training be held?
- Will the training be for ASQ-3, ASQ:SE-2, or both?
- Are the training attendees currently using ASQ-3 and/or ASQ:SE-2?
- What age group(s) do they primarily work with?
- What is the experience level of the training attendees?
- What would they like to get out of the training?
- Are there specific topics or questions that should be covered in the training?

## A week before the training, you will want to

- Review the answers to the above questions to 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 training
- 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 and try to avoid running long