



Reflections on Training Worksheets

Planning Your 'We're Ready' Workshop

Part 1. Good, Bad and Ugly Training Events

Consider the training events that you have attended in recent years.

My Most Positive and Memorable Training (face-to-face or on-line)

What factors make this event stand out as positive in your mind? And why?

How can you incorporate these factors into your 'We're Ready' training event?

My Most Negative Training (face-to-face or on-line)

What factors make this event stand out as negative in your mind? And why?

How can you avoid these factors in your 'We're Ready' training event?

Part 3. 'We're Ready' Training Delivery Plan

You have been asked to deliver a 'We're Ready' workshop, use this template to begin the planning process.

Question	Decisions
Who are your collaborators?	
Who are the participants?	
What are their needs?	
What are the workshop objectives?	
How long will the training event be?	
What materials will you utilize?	
What tools will you use (i.e. technology, activities, etc.)?	
How will you deliver the workshop (i.e. session details)?	
How do you defined success and how will you evaluate it?	

