

Training Agenda Design

My Program's Sticking Points to Emphasize in Training

- 1.
- 2.
- 3.
- 4.
- 5.

Strategies for Delivering Training

- Hook, Problem, Solution
- Lecture
- Role play
- Experiential Learning
- Worksheets/ exercises
- Group activities
- Panel discussions
- Brainstorming
- Discussion
- Storytelling
- Games/Trivia
- Imagination
- Use of multimedia elements (video, audio, film, etc.)
- Use of stakeholders

Activity Directions

Design a mentor training agenda that meets the “Benchmarks” listed in the 4th Edition of the “Elements of Effective Practice” for training. You can adjust the names of the topics but their content should meet the Benchmarks. Your agenda should incorporate at least three strategies from the list above, include timing for each topic and activity and be between 2 and 6 hours in length. Each agenda should include estimated timing for each topic and activity and be between 2 and 6 hours. See sample template on next page.

Training Agenda Template

Prep work:

Supplies:

Timing	Topic/Steps/Activities	Notes	Resources/Materials

Sample Mentor Training Agenda

- 8:30 Registration and Refreshments
- 9:00 Welcome and Introduction – *Project Director*
- 9:45 Overview of Our Organization – *Lead Trainer*
- 10:00 Overview of Mentoring – *Lead Trainer*
- 10:30 Break
- 10:45 Special Characteristics of Our Youth – *Program Staff & Outside Speaker*
- Who they are (demographics and personal histories)
 - Strengths and concerns of our youth
 - Our hopes for their future
- 12:00 Lunch
- 1:00 Our Mentoring Program – *Project Director*
- Program Structure and Philosophy
 - Mentor Commitment
 - Policies and Procedures
- 1:30 Mentoring Skills and Tools – *Lead Trainer & Panel of Former Mentors*
- Effective Communication
 - Body Language
 - Open Ended Questions
 - Tips from Past Mentors
- 2:15 Boundaries of the Relationship and Dealing with Difficult Issues – *Lead Trainer*
- 2:45 Mentor Support from the Program – *Lead Trainer*
- 3:00 Activities You Can Do with Your Mentee – *Program Staff*
- 3:10 Building Trust (a short exercise) – *Lead Trainer*
- 3:25 Match Closure
- 3:45 Q & A, Wrap-up
- 4:00 Adjourn

Session Evaluation

Session Title: _____

Presenter(s): _____

Date: _____

1. What did you find to be *most* useful in this workshop?

2. What did you find to be *least* useful?

3. Was there anything you felt was missing from this session—anything you would have liked to know more about?

4. In what other ways could we improve this session?

5. Please rate the following:

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	Poor		Average		Excellent
Effectiveness of trainer	1	2	3	4	5
Training room	1	2	3	4	5
Training content	1	2	3	4	5
Training activities	1	2	3	4	5
Training materials	1	2	3	4	5
Overall rating	1	2	3	4	5

6. List other topics or concerns you would like to have addressed in upcoming training sessions.

Please use the back of this form for any additional comments.