

Homework 3: Discussing Topics, Objectives and Logistics

This homework assignment gives you the opportunity to involve your staff in the decision-making process related to their trainings. Based on what you have *proposed* in Worksheet 1, this homework assignment requires you to *discuss* this with your staff and then *finalize* your Training Topic and Training Objective.

Instructions: Follow the two prompts below and keep notes for your Training Plan.

1. Discuss your proposed topic/s and objectives with staff members, asking for their feedback and building upon Worksheet 1. Remember, your selection of proposed topics should be based on the Needs Assessment that you have conducted with staff. Based on this discussion, **finalize your Training Topic and Training Objectives and write these into your Training Plan.**

2. Discuss Resource and Logistical Issues:
 - a. When will you do it?
 - b. Where will you do it?
 - c. How long will it be?
 - d. What materials will you need?
 - e. Will you require specialized assistance?