

## Worksheet 2:

### Putting Together the Pieces: Drafting Training Activities

The purpose of this worksheet is to help you incorporate evaluation and reinforcement into your Training Plan.

Instructions: Please respond to the prompts.

**1. Training Topic:**

**2. Training Objectives:**

**3. Target Audience:**

**4. Resources and Logistics:**

**5. Training Activities**

**6. Evaluation:**

a) How will you know if you have met your objectives?

b) What will you do to know how you did as a trainer?

**7. Reinforcement:**

a. How can you reinforce and encourage newly acquired skills in the future?

b. What will you do one week from the training to reinforce the content?