Handout 3: Planning Your Training Using Technology

Before you conduct a training using technology, ask yourself a few simple questions. If you determine that you will be using technology in your training then consider using Page 2 of this handout to guide your process.

Key Questions

1. Is the technology itself part of the training? (ex. Training on Point of Sale)

2. If technology *is not* a part of the training, do I need to use it? Why or why not?

If you use technology, consider the checklist below and add in your own needs.

Using Technology in Training	Yes/No
I know how to use the equipment and/or program	
I have practiced using the equipment and/or program	
I have all required extension cords for power	
I have all required adapters for my computer and projector	
I have the password to the computer	
I know who to contact for support	
Other	

Using technology? This form is designed to help you think through the information that you will need before, during and after the training when using technology. Complete the answers below.

Considerations Before the Training:

Training Topic: _____

Training Objectives: _____

Target Audience: _____

Time Required: _____

Resources that will help you complete this training (Computer lab, School Tech person, etc.):

Logistics (What is the protocol for reserving rooms, using a technology lab, etc.):

Will you need professional support?   Y   N

Considerations During the Training:

What are the challenges or issues that you expect to occur during the training? (Consider the level of difficulty, language differences, your staffs needs, the learning environment, fear of technology, etc.)

Considerations After the Training

How will you know if your staff learned the training material?

How will you reinforce this topic after the training? One week out? One month out?