

Activity 1: Training Plan Jigsaw

The table below lays out the Training Plan components along with key questions. The second page will prompt you through the Jigsaw activity.

	Component	Question
1	Training Topic	Why is it important for a trainer to have a clearly defined topic?
2	Objectives	Why is it important for a trainer to have clearly defined objectives?
3	Target Audience	Why is it important for a trainer to know details about who they will be training?
4	Resources & Logistics	Why is it important for a trainer to consider the resources needed as well as the logistical issues for their training?
5	Training Activities	Why is it important for a trainer to strategically select the activities for their training?
6	Evaluation	Why is it important for a trainer to find out if their training was successful?
7	Reinforcement	After the training, why is it important for a trainer to consider how they will reinforce what was learned in their training?
8	Training Approach	Why is it important for a trainer to reflect on how their values, knowledge and expectations inform their training approach?



Session 2: Training Design and Training Tools



Instructions: Follow the prompts below to complete your Jigsaw.

ROUND ONE: Discuss your assigned topic in your group. Write down your conclusions below in a way that will allow you to easily present your component/s to others. Write down the key ideas/words that will help you organize your thoughts.

ROUND TWO: Present your component/s to your group of eight. Be prepared to suggest key words or ideas that your group scribe can write on the Flip Chart Paper in order to help your audience understand your component.