	Designing a Training

This document is a tool intended to support Trainers and Training Sponsor Organizations (TSOs) in planning a training. This worksheet is for Trainer and TSO use and is not intended to be submitted to the Wisconsin Registry.

The **Planning My Training** section guides Trainers and TSOs in putting together the information needed to submit their course in the Wisconsin Registry Professional Development Approval System (PDASystem).

The **Preparing My Training Event** guides Trainers and TSOs in preparing for the actual day of the training event including considerations for both in-person and online events.

*Please Note: If the training you are planning has already been created by another organization and approved in the PDASystem as a course, such as the Wisconsin Model Early Learning Standards (WMELS), you should not create a new course. In this case, confirm you have authorization to schedule an event from the already approved course and skip to the Planning my Training - **Training Event** section on page 3.*

Planning My Training
Course

Title – Be concise and list if the training is offered online.	
Determine what Wisconsin Early Childhood Core Competency aligns with your training. Note, more than one core competency can be selected.	
Description – Clearly state the content of the training in 30-100 words. Note, this information can be used for marketing the training to potential attendees. Reference the support guide Tips & Tricks for Course Entry for additional information.	
Determine how many hours the training will be excluding scheduled breaks. Reference the support guide Tips & Tricks for Course Entry for additional information.	
Determine if the training will be in-person, online, or blended.	

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Diversity and Inclusion Statement – In at least 1-2 sentences, describe how the training will promote cultural diversity and create and inclusive, welcoming, and respectful environment that values and embraces diversity within the participants and training. Reference the Diversity & Inclusion Course Submission Requirement Guide and Training Considerations for Diversity & Inclusion for tips on writing the statement.	
Determine the **training tier** that best matches the training. Reference the support guide Tips & Tricks for Course Entry for additional information.	

Outline – Clearly plan out the training content, method of delivery and time estimates for each instructional activity. - *Training Content/Topic*: Summarize what content will be covered during the allotted time - *Training Methods*: Identify training methods/techniques that will be used in the training, i.e., lecture, role play, modeling, demonstration, hands-on activity, small group discussion, large group discussion, etc. - *Training Timeline*: Provide an estimated time allotted for the content and method. Consider how developmentally appropriate practices and early learning standards can be incorporated into your plan. Reference the support guide Tips & Tricks for Course Entry for additional information and the Outline of Training Content, Training Methods, and Training Timeline resource for an example.	*Training Content*	*Training Methods*	*Training Timeline*

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Additional information required for Tier Training	Learning Objective(s):
- **Learning Objectives** (Tier 1-3): Clearly state what attendees will be able to do at the end of the training. The learning objective should use an action verb that is easy to observe and measure. They should align with the course description and assessments.	
- **Resources** (Tier 1-3): List major resources published within the last 5-7 years preferably in a bibliography format such as APA or MLA.	Resources:
- **Assessment of Learning** (Tier 3 only): How will you measure each of the learning objectives to show competency? Reference the support guide Tips & Tricks for Course Entry for additional information.	Assessment of Learning:

Registry Reminder…
Registry review of courses takes 2-5 business dates. Plan accordingly to submit your training in advance especially if you would like to advertise the event or have attendees register ahead of time.

Training Event	
Check Trainer and/or Training Sponsor Organization (TSO) **memberships are current** in the Wisconsin Registry	
Determine if the training will be completed on **one date or in multiple session dates**.	
Determine if the training is solely **instructor led or self-paced**.	
If any collaboration is being used and experts from outside the field are being brought in as a **co-trainer**, collect their contact information and qualifications.	

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Submit the training event in the PDASystem prior to the date of the training.	
During registration, collect **Registry Membership information** for attendance. Reference the support guide Training Attendance Verification for additional information.	

Registry Reminders…
- Registry review of events takes 2-5 business dates. Plan accordingly to submit your training in advance especially if you would like to advertise the event or have attendees register ahead of time.
- Attendance rosters must be complete within 45 days post the training event.

Preparing for My Training Event

In-Person Delivery

Where is the location? - What parking is available? - What are the simplest directions to the building? - Is public transportation available in the area? - Is the building secure? If so, how will I and the attendees gain access?	
Who is the contact person? What is the best way to reach them? Will the contact person be available for assistance the day of the event?	

Know the building rules - When can I access the room? - When do I need to leave the room by? - Is food or drink allowed? - Is there a specific entrance I and the attendees need to use? - What are the simplest directions to the room? - Do I need to make directional signs to help attendees locate the room?	
Depending on the length of the training, should refreshments such as water and snacks be provided? - Do I need to consider food allergies? - Is there a food preparation area I can use?	
How will the tables and chairs be arranged in the room?	
Environment considerations… - Are there comfortable adult size chairs? - Is the room temperature comfortable? - Can the room temperature be adjusted? - Are there facial tissues available for use? - Do I need to dispose of the garbage after the event?	
Where is the bathroom(s) located and rooms for any other personal needs like breastfeeding?	
What supplies are need for attendees to complete the training? I.e., writing tools, sticky paper, post-it notes, fidget toys, printed handouts, etc.	

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What technology is available for use?
 Is there internet access?
    - If so, what is the Wi-Fi password?
    - If not, do you need internet to provide the training? Do you have a hotspot you can use?
 What do you need to bring yourself?
    - Computer
    - Adapters
    - Power cords
    - Surge protector and/or extension cord
    - Projector
    - Screen
    - Blue tooth speaker
    - Other?	

Are translation services needed, i.e., language translation, interpreter for sign language, etc.?	
Are there any health practice considerations for COVID?	
How much additional time will you need prior to the event to set up the room, your equipment, and test audio?	

Online Delivery	
Are you familiar with the online platform being used including breakout rooms, different views and features like closed caption, translation, or transcripts, etc.? Is there a need to record the training? If so, how do you record?	
Confirm the directions on how to access the online platform.	
Consider how attendance will be recorded, especially if multiple attendees use the same sign in link.	

If breaks are going to be provided, what is your policy for attendees to indicate they are back online? How will you communicate your policy to attendees?	
Can you share handouts prior to the training in case any attendees want to print and work from a hard copy? When will you share them with the attendees, i.e., 1 week before, 2 days before, etc.? Can you verify a correct email for the participant prior to the training?	
How can you provide additional support during the training? What is your plan for monitoring the chat box?	
How will you assist with technical difficulties? Are you responsible for supporting the attendees or is someone else available to provide support during the event? How will contact information for the individual providing technical support be shared with attendees prior to the event if there are difficulties?	
What virtual tools will be used to keep participants engaged, i.e., reactions, raising hands, breakout rooms, video, polls, etc.? How will you show the attendees how to use these features?	
How will you confirm sound, video, and screen sharing work in the online platform? Can you log in to the online platform early to test? If so, how early?	
Where will you be working from during the event? Do you have stable internet? What is in your background? Do you need to use a virtual background? Is there anything distracting in your background such as a moving ceiling fan or pets?	

What clothing attire is appropriate for you to wear for this audience?	

How will you share all policies and expectations at the beginning of the training or prior to event?
    - Do attendees need to be on camera?
    - What are your expectations for attendees that need to take a break to attend to personal needs?
    - Other?	