

DEFYING THE TRAINING ODDS PREPARATION CHECKLIST

IDENTIFY A CHECK-IN PARTNER



- ✓ Invite a colleague or two to join you for this event and plan to check-in with briefly with them (by phone or in-person) after the webinar.

PRE TASKS



- ✓ You will be investing a full hour of your time through your engagement and participation in this webinar. To get the most from your investment, spend 10 minutes with the webinar preparation on the next page.

PRINT OUT RESOURCE PACKET



- ✓ This webinar is designed to be highly participatory. For optimal engagement, download and print out the [resource packet](#) in advance. During the webinar have the hard copy in front of you with pen in hand.

PREPARE YOUR LEARNING ENVIRONMENT



- ✓ If this were an in-person learning opportunity, great care would have been made on our part to provide an optimal physical learning environment. We invite you to create a comfortable space for yourself—grab a snack and cup of coffee, a highlighter, scratch paper to doodle on, a stress ball to play with...whatever helps you to learn best!

MUTUAL ACCOUNTABILITY



- ✓ As your facilitators, we are committed to meeting the expectations you shared during the registration process. This will require joint accountability and includes our expectation that you will be available to participate and engage during the hour.

LOG-IN AND CONNECT



- ✓ [Click here](#) to view our 3 minute orientation video. If you have never attended an Adobe Connect meeting before, test your connection [here](#).
- ✓ Plan on joining us 10 minutes in advance of the webinar to test your equipment and settle in to our virtual learning space. The link to join is: <http://glp.adobeconnect.com/defyodds> Upon log-in, you will be prompted for your phone number and the system will automatically dial you in.

WEBINAR PREPARATION

Research suggests that motivation for learning is important.

What's your motivation for participating in this webinar?



Review the learning objectives below:

By the end of this 1 hour webinar, you will have:

- **Named** some of the general perceptions of training within your organization and **compared** these with what research says about the role of training, *so that you have a sense of where there is alignment between your organization and the research.*
- **Reviewed** what it means to practice training as a system and **assessed** where your organization falls on a continuum, *so that you get a sense of how systems-based your organization's training practice is.*
- **Studied** a high-level summary of training practices that help ensure transfer of training and **identified** some things your organization is already doing well and one high-leverage change you could make to increase effectiveness, *so that you can celebrate where your practice aligns with the research and aspire to make changes that will improve training effectiveness within your setting.*

Having reviewed our objectives and thinking about your own situation as a trainer, what is one thing you want to be sure to walk away with to ensure that your time was well spent?