

# TRAINER TIMELINE & CHECKLIST

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## Two Weeks Prior to Training

- \_\_\_\_\_ Email Survey Monkey link to the [Pre-Training Assessment](#) to all registered participants
- \_\_\_\_\_ Email [Host Site Assessment](#) to contact person at training host site

## One Week Prior to Training

- \_\_\_\_\_ Email [Pre-Training Assignment](#) to all registered participants

## One Day Prior to Training

- \_\_\_\_\_ Email [Training Reminder](#) to all registered participants

## Day of Training

- \_\_\_\_\_ Use [Training Day Checklist](#) to ensure you have everything you need for the training

## One Day after Training

- \_\_\_\_\_ Email [Templated Thank You Message](#)
- \_\_\_\_\_ Email training attendance sign in and all Post Training Assessments to Project GO Coordinator
- \_\_\_\_\_ Complete a [Training Report](#) and email to Project GO Coordinator (Note: If you plan to lead more than one training event in a month, you can submit one report to summarize multiple trainings for that month)