

Training Manager's Resource Guide

If you're a training leader, chances are you'll be developing the skills of a new or inexperienced trainer at some point in your career. You might even organize a comprehensive train-the-trainer program.

This brief guide will show you how to leverage the course, *How to Design and Deliver Training Programs* to develop your training team.

Step	Action
1	Create an Individual Development Plan Your trainer looks to you to model best practices. Start by meeting with them to create an individual development plan. You can reference the video in this course, "Create an Individual Development Plan" to guide you. The plan can include this course and other activities, such as joining an ATD chapter or creating a new training program.
2	Ask Your Trainer to Create a Learning Plan You'll find a Learning Plan Worksheet in the downloadable files for this course. Ask your trainer to use this worksheet to identify their objectives for this course. After completing the course, they'll be prompted to use the same worksheet to create an action plan to implement what they've learned.
3	Identify An Action Learning Project New skills are best learned when they're applied in a realistic and relevant setting. Help your trainer find an opportunity to design and deliver a real training program so they can use this course as a reference.
4	Hold Regular Check-In Meetings Schedule periodic meetings with your trainer to discuss their progress in this course and review the activities they've completed. (Insist that they complete the activities, since this is how the new skills get applied!)
5	Hold a Wrap-Up Review Review your trainer's Learning Plan Worksheet at the conclusion of this course. Help them finalize their action learning project.