## **Cross-Training Planning Check List**

	Form	a planning team
	0	Recruit representatives from each system participating in cross-training
	0	Include leaders/decision-makers
	<ul> <li>Invite others who can bring resources and connections</li> </ul>	
	Identify date and location for training	
	0	Community colleges/higher education institutions, libraries, houses of worship, and
		schools can provide no- or low-cost options
	0	Make sure the date doesn't conflict with other major events/initiatives in all systems
	0	Consider linking the cross-training to existing events, if feasible and desirable
	0	Consider parking, transit, accessibility, etc.
	Develop training agenda and recruit speakers	
	0	Speakers should be a good "salesperson" for their system
	0	Utilize local experts
	0	Keynote speakers can be a draw but aren't necessary
	Develop an evaluation plan	
	0	Identify or create an evaluation form to be used the day of the training to collect feedback
		from attendees
	0	Consider measuring impact through pre- and post-tests, follow-up surveys, etc.
	Arrange for continuing education credits	
	0	Start as early as possible—application processes can be time consuming
	0	Consider every attendee and what kind of continuing education credits they may need
	Set up a registration process	
	0	Many web-based options are available for free, including SurveyMonkey or Eventbrite
	0	Ask registrants which system they identify with, as it is not always obvious based on agency
		or title
	Market the training	
	0	Consider asking system leaders to send the training invitation out and to have those
		leaders strongly encourage attendance and follow-up
	Plan for other training logistics	
	0	Lunch/refreshments
	0	Handouts
	0	Day-of assignments: set up, registration, technology management, emcee, back up support
		to speakers, preparing and handing out attendance certificates/CEUs, clean up
	Debrief meeting	
	0	General debrief
	0	Analyze/review evaluations
	0	Identify implications for future trainings and/or policy/systems issues
	0	Develop plan for any identified next steps from the training
	0	Discuss plans for next training