Your commitment to these principles will help you create training opportunities that promote change or growth, reach clear outcomes, and help people develop new relationships.

1. **Establish and share clear outcomes**
   What are the goals and objectives of your training session?

   List the ways you will help participants to know where they are within the training process.

2. **Design and list activities you will use to engage all participants**
   How will you provide for varied learning styles? How will you ensure that all participants are involved in learning?

3. **Model effective learning processes and environments**: Make sure participants are learning by being engaged in the process (model good interpretive technique if you are teaching interpretation)

4. **Establish clear roles**
   - List who is involved in the training/workshop/task and their primary role(s)
   - State the task you wish your participants to accomplish
   - What method(s) will you use to remind participants of their responsibility for achieving the task as appropriate/needed
5. Have participants take responsibility for reaching the stated outcomes

6. Connect with participant’s own work and thinking
   • How does the content directly apply to participants’ jobs?
   • What methods(s) will you use to help participants connect the content of your training to their own work?

7. Provide opportunities for continued learning and maintaining relationships after the event

8. Encourage participants to share what they have learned with others outside the event

9. Ensure adequate time for authentic work activity (as close as possible to the participants’ “real world” task)
   Thinking about your training agenda, what sort of structured and/or unstructured work time will you include in your training session/workshop?

10. Provide ample time for reflecting on the information and experiences
    Account for reflection time in your training agenda – how will you provide dedicated time for this needed aspect of learning?

Meaningful Evaluation!
What form of evaluation will you use? Will you incorporate formative and summative evaluation? Is there a need for an independent evaluator?