



Developing a Training Program

- Assess the needs of the congregation
- Develop the objectives of the training
- Develop the content for the training
- Create the agenda
- Identify the length and pace of the training
- Decide on the method of training and evaluating the program
- Solicit speakers with expertise to train on the topics identified
- Market the training
- Register participants (if desired)
- Identify training resources to have present at the training
- Set up the facility the night before or the day of the training
- Provide the training
- Evaluate the training