How Well Are You Reclaiming Pre-Training Time?

Consider each action in the first column and give an honest assessment of how well you are doing these things today—not how well you *have* done or *could* do them but *are* doing them.

I am currently…	Exceptionally well	Room for Improvement	Not at all	My Plan to Enhance My Use of This Strategy
Creating tiny training tools to engage learners in the learning event before they arrive.	☐	☐	☐	
Providing learners with access to optional pre-course content and exercises (this is not pre-reading).	☐	☐	☐	
Educating managers on their pre-training role.	☐	☐	☐	
Developing tools that inform managers of course content and skills so they can establish learning expectations with staff.	☐	☐	☐	
Creating tools managers can use in pre-training meetings with employees.	☐	☐	☐	
Drafting messages for the facilitator to send to participants before training.	☐	☐	☐	
Drafting communications for managers to share with employees prior to training.	☐	☐	☐	
Preparing learners with what is required to fully participate in the learning event.	☐	☐	☐	
Exciting learners about the training prior to arriving.	☐	☐	☐	
Setting expectations for learners' participation in advance of the session.	☐	☐	☐	
Leveraging pre-work to engage learners (versus dumping volumes of reading on them).	☐	☐	☐	
Saving class time by providing self-paced assessments to complete before arriving.	☐	☐	☐	