

The components of an effective training include:

| Good Schedule | Establishing Ground Rules | Useful Tools | An Intentional Environment | Best Practices | Facilitation Skills (Context) | Facilitation Skills (Content) | Plan with the End in Mind | Sustainability | Learning Opportunities | Know Your Audience |
|----------------------|----------------------------------|----------------------------|-----------------------------------|----------------------------|--------------------------------------|--|----------------------------------|-------------------------|---|--|
| | | Useful materials | Snacks, incentives | Grounded in best practices | Fun & humor when appropriate | Know your material...well | Clear learning outcomes | Evaluate | Consider a variety of engaging activities | Know your audience; Build on them! |
| | | Good resources / materials | Comfortable space / environment | Content quality | Engaging & interactive presentation | Decompress after difficult discussions | Clear goals & objectives | Assessment | Interaction | Adapt & customize for specific populations |
| | | Good tips | Food, snacks | | Engaging facilitator | Presenter should be knowledgeable | | Post-training follow up | Interaction & discussion | Relevant topic |
| | | Takeaways | | | Flexibility | | | | Hands-on activities | |
| | | | | | | | | | Learning styles | |
| | | | | | | | | | Opportunities for critical thinking | |