



PREPARING FOR A COACHES TRAINING

1. At least THREE MONTHS out
 - 1.1. Determine place, dates, schedule, host, and co-trainer. Complete the online form to schedule a coaches training.
 - 1.2. Begin your personal promotion and use the “Andrew Principle” of asking those who are coming to invite others with whom they have influence.
 - 1.3. Develop your plan for preparing the participants for the coaching.
 - 1.3.1. We strongly encourage having a one-on-one conversation with each participant if this is their first encounter with GB.
 - 1.3.2. Share “Preparing for Your Grip-Birkman Coaching Session”

2. At least ONE MONTH out
 - 2.1. With co-trainer, clarify who is teaching what sections and who is responsible for contacting the local point person about details of schedule, supplies, etc.
 - 2.2. For Face-to-face, download and print a current copy of the Coach Training Facilitator’s Guide from the resources page on the website.
 - 2.3. Download and print copies of the current Grip-Birkman Coaches Manual from the resources page on the website.
 - 2.3.1. Print copies in color, one-sided only, spiral bound or in at least ½” 3 binder notebook.
 - 2.4. Gather supplies:
 - 2.4.1. Flip charts and tape (if not using sticky note style)
 - 2.4.2. Colored tape for Birkman Map floor exercise (or cones, or other method)
 - 2.4.3. Markers with 4 primary colors and black (a set for each 4 people)
 - 2.4.4. 4-colors paper
 - 2.4.5. Pens for notes
 - 2.4.6. White board or flip chart for Trainer.
 - 2.4.7. Signs for Team Styles and Body Building Roles.
 - 2.4.8. Diagram of room set up
 - 2.5. Clarify meals and snacks, including budget determined by number of people attending.
 - 2.6. Clarify housing and local transportation are taken care of.
 - 2.7. Any additional materials such as Paul Ford’s books that you are going to give out at the Training.

3. ONE WEEK out
 - 3.1. Double check all details have been taken care of at the host site.
 - 3.2. Make sure all reports have been upgraded if needed. Contact support with any questions.
 - 3.3. Study the Summary Reports for each participant.
 - 3.4. Continue to pray for each one.

4. DAY BEFORE
 - 4.1. Double check all transportation details
 - 4.2. Review each Summary report, praying for the person as you do.
 - 4.3. Make sure you have all the equipment and supplies you are taking packed.

5. AT THE TRAINING
 - 5.1. Arrive at least 45 minutes before the session starts to make last minute preparations and pray for each person (consider going to each chair).
 - 5.2. Be available to greet and answer questions.

6. FOLLOW UP
 - 6.1. Make sure the room is clean and set up the way it was before.
 - 6.2. Express appreciation to all those who assisted in hosting the event.
 - 6.3. No later than the next day, email each participant expressing congratulations, indicating a willingness to receive follow up questions.
 - 6.4. Schedule follow up coaching appointments, or group coaching sessions.
 - 6.5. Complete the Training Report and encourage your participants to complete the Post-Training Survey (sent out by GB).