

# PRIMER FOR GBB COACHES TRAINING

This primer presumes that the Trainer has access to and is using the “Primer for GBB Coaching” outline.

1. At least **ONE MONTH** out
  - 1.1. If co-training, clarify who is teaching what sections and who is responsible for contacting the local point person about details of schedule, supplies, etc. (See below)
  - 1.2. Send outline to be printed with instructions to provide tabs for each section, including the proposed schedule in at least ½” 3 binder notebook
  - 1.3. Include list of supplies: Flip charts (preferably with graph lines and adhesive strip), markers with 4 primary colors and black ( a set for each 4 people), pens for notes, projector/screen if using PPT and sound hook-up for or clips, extra extension and power cords, white board or flip chart for Trainer.
  - 1.4. Diagram of room set up
  - 1.5. Clarify meals and snacks, including budget determined by number of people attending
  - 1.6. Clarify housing and transportation are taken care of
  - 1.7. Clarify expectation that full payment is expected at the conclusion of the training
2. **ONE WEEK**
  - 2.1. Designated Trainer call to make sure all of the above has been taken care of
  - 2.2. Double check that all reports have been completed
  - 2.3. Study Quick Look and Top Ten for each participant
  - 2.4. Complete any group reports
  - 2.5. Clarify with co-Trainer again who is doing which sections and begin to study/prepare those sections you have agreed to lead
3. **ONE DAY**
  - 3.1. Double check transportation arrangements, including pick up if needed
  - 3.2. Review each GBB report, focusing particularly on Quick Look and Top Ten, praying for the person as you do so
  - 3.3. Appointed Trainer call the point person to clarify that everything in Section I is done.
4. **DAYS OF the TRAINING**
  - 4.1. Arrive at least 45 minutes before the sessions start to make last minute preparations and to pray for each person (consider going to each chair
  - 4.2. Determine who will do follow up coaching with which participant
5. **FOLLOW UP**
  - 5.1. Make sure everything is cleaned up and set up as it was before
  - 5.2. Send note to point person expressing gratitude for their service
  - 5.3. Email each participant, indicating willingness to receive follow up questions
  - 5.4. Schedule follow up coaching appointments

\*We suggest you enlist a group of people who will commit to intercede for you and the participants during the Training.