

8 Step Training Model

1. PLAN THE TRAINING

What is to be trained: _____

Who is to be trained: _____

Identify an instructor/assistant: _____

Date training was planned: _____

Date training will be executed: _____

Is the training site coordinated: _____

Are all resources coordinated: _____

Materials/training aids required: _____

Has a Risk Assessment been done: _____

2. TRAIN THE TRAINERS

Has the trainers training outline been reviewed: _____

Is the trainer technically and tactically proficient: _____

Does the trainer have/understand the task, conditions, and standards: _____

Review references and manuals: _____

Is the trainer's evaluation procedure in compliance with the training objective: _____

3. RECON THE SITE

Location of training: _____

Is the site suitable for the training: _____

Is it easily accessible for emergency cases: _____

4. ISSUE THE ORDER

Has an order been issued for the training: _____

Has the uniform for the training been briefed: _____

5. REHEARSE THE TRAINING

Identify weak points in the training plan: _____

Does the training flow: _____

Is there sufficient time for the training: _____

Are the training aids/material present and operational: _____

Did you review pre-execution checks: _____

6. EXECUTE THE TRAINING

Is the training conducted to standard: _____

Are soldiers for training accounted for: _____

Is everyone in uniform: _____

7. EVALUATE THE TRAINING

Was there an evaluation done after the training execution: _____

Were the training objectives/standards met: _____

Were the materials/training aids sufficient for the training: _____

Was an After Action Review done: _____

Are the training results recorded in the leaders book: _____

8. RETRAIN AS NECESSARY

Be prepared for opportunity training: _____

Review references and manuals: _____