



Mini-Training Development Guide

Use this guide to design mini-training sessions to integrate into new employee orientations, department meetings, or one-on-one coaching sessions with colleagues.

Steps:

Identify Needs

Develop Session

Deliver Training

Follow Up

IDENTIFY TRAINING NEEDS

■ Work with colleagues to identify training needs. Review:

- Issues or challenges the team has encountered
- Questions or requests for assistance
- New practices ready to be introduced

DEVELOP SESSION

■ Determine the ideal format for sharing information. Consider:

- New employee orientation
- Department meeting
- Lunch 'n learn
- One-on-one meeting
- Other

■ Develop curriculum.

- Use the Mini-Training Outline Template to refine the topic, develop objectives, and prepare a brief and focused mini-training.

■ Prepare for delivery.

- Develop or gather handouts
- Schedule the training
- Reserve space and audio-visual equipment as needed
- Communicate the purpose, topic, and timing to participants in advance

DELIVER TRAINING

■ Set up technology, if needed.

■ Facilitate the session.

■ At the end of the session, clarify next steps and make a note on your calendar as to how and when you will follow up.

■ Rate the session implementation and note changes to consider for the future.

FOLLOW UP

■ Immediately following the session, determine how you will follow up with participants. Options include:

- Thank the staff contact for the opportunity to facilitate the session and ask for feedback or suggestions
- Email participants to request feedback and offer to answer questions or provide additional resources
- Remind participants of the suggested follow-up activities and ask for updates

■ Two to three weeks post training

- Contact the staff contact to discuss options for additional mini-training sessions
- Consider surveying participants to gain feedback on the impact of the mini-training session, if feedback was not already solicited

Mini-Training Outline Template

Use this template to develop an outline and plan for your mini-training.

TOPIC _____
 INTENDED AUDIENCE _____
 SCHEDULED DATE _____ SCHEDULED TIME _____
 FEATURED HANDOUT _____

Section	Timing	Content to Address	Add Your Outline
Introduction	3-5 min	<ul style="list-style-type: none"> • Introduce yourself • Introduce the topic • Explain why this topic is relevant 	
Content and Tool	5-10 min	<ul style="list-style-type: none"> • Present the topic and tool 	
Practice Activity and/or Discussion	5-10 min	<ul style="list-style-type: none"> • Explain an activity • Give participants time to apply the content • Discuss 	
Wrap-up	2-3 min	<ul style="list-style-type: none"> • Clarify next steps • Share resources • Thank the participants 	