

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 	