

# A teacher trainer's checklist

## Participant profile

- What is the level of the trainees' English?
- What are their backgrounds in teaching?
- What is the mix in terms of nationality, age range and culture?

## Needs and expectations

- What will the participants want to take away from the session?
- What are their expectations? Will they prefer lots of hands-on ideas and discussion, or are they expecting more tutor-led input?

## Aims and outcomes

- What do you want them to be able to do by the end of the session?
- What do you want them to try and implement in their teaching or personal development?
- How will you decide whether those aims and outcomes have been achieved?

## Timing

- How much time do you have?
- Are your aims achievable in the time allocated? If not, how will you address this?  
(For example, will the course require a self-study component?)

## Prior knowledge/experience

- How much do the trainees/teachers already know on this topic and about teaching in general?