

Trainers- Steps for Setting Up a BST

Phase 1: Initial contact requesting training

- When request is received, think about where they are located and if there is a potential champion there who could take the baton. Begin praying.
- Send explanation of training to contact – attach the “Training Host Guidelines” document.

Attached is a document that highlights all the requirements and responsibilities of hosting a training. You might find it helpful to review. Let me know if you have any questions. If you're still interested in hosting the training after reviewing the document, we will work to send a trainer out to ____ or to let you know of a nearby training you can attend. We do our best to accommodate all the invitations we receive but we can't make guarantees.

- Response from host – They must agree to all guidelines outlined in document. It is not official until we have set a date.
- Find out if the training will require translation.
- Set date for training.

Phase 2: Preparing Host

- Once date is set: send the following documents: “How to Host the BIG Story Training” and zipped file of promotional materials (BIG Story International Flyer, BIG Story Letterhead, The BIG Story Logo_Large Printing, BIG Story Name Tags).
- Send BST Host Survey: Pre-Training.
- Schedule meetings with host and planning team for before and after training.
 - When scheduling the training, ask for a time to meet with host before the training to go over the schedule and visit the training venue as well as a meeting for after the training to discuss next steps and how to raise up trainers.
- Send host zipped file of all the handouts, including evaluations and certificates with instructions.

All handouts may be printed in black and white, double sided. Certificates are optional to print. If you decide to use them, we recommend printing them in color. Please let us know if you choose not to print the certificates as it will affect the final session of the training where the certificates are presented.

- Get training information (dates and registration contact information) and send to info@weavefamily.org so that we can post the upcoming training on Weavefamily.org.

Phase 3: Preparing Weave Training Team

- Decide who the training team will be (at least two trainers are recommended).

- Decide who will take lead on all logistic emails with host.
- Check on visa requirements and process for all training team members. Notify training team on what they need, approx. cost, and the process for application.
 - If applying for visas requires additional information and paperwork from the host team in country, request and gather for the training team.
- Book flights approx. 6 weeks out
 - Before booking your flights, please check with your host for the closest international airport.
- Send arrival and departure times to training host. Verify host understands it is their responsibility to provide transportation from and to the airport.
- Reserve lodging - Ask host for recommendations, and whether it is better to book on our own or through our local host.

Phase 4: Final Count Down – Approx. 1 month before BST

- Make sure accommodations and airport transportation is arranged with host. Get the address of the place team is staying.
- Verify host has everything they need and clarify any questions.
- Remind host that the training team will need access to a small table (4-6ft), whiteboard/large poster paper, and a projector/screen/speakers.
- Get final count of participants from host.
- Ask if host team will be handing out certificates as it impacts schedule
- Gather start and end times, tea break times, and lunch times. Send to training team leader to arrange final schedule.
- Get any contact information training team may need in case any issues arise upon arrival.
- Send host contact information for team leader.
- Send training team a final logistics email that includes:
 - Lodging address for entry forms upon arrival,
 - Hosts' contact information,
 - Details on the airport pick up,
 - Number of participants anticipated,
 - Any other pertinent information.
- Send info@weavefamily.org a small write up – who, what, when and where – so that the Weave team can be praying for your training (About 1-2 weeks prior to team departure).

Phase 5: Post Training

- Send host a follow-up thank you email. If team did not return with a group photo, copy of evaluations, and list of participant's emails - request these.
- (Within 1-2 weeks after team returns) Send info@weavefamily.org a small write up – summary of event and fruit story, with photo – for CMM newsletter.
- Fill out the electronic Big Story Training Report: <https://form.jotform.us/71353842232148>
- If your training participants would like to be added to the Weave subscription list, please send a list of names and emails to info@weavefamily.org.
- Send scanned copy of evaluations to info@weavefamily.org.