Steps for setting up Train the Trainers Event

1. Communication and Outreach
	1. Start at least 2 months before the event, or sooner
	2. Focus on local forestry agencies and nonprofits as a primary target audience
		1. Local urban forest councils
		2. Tree nonprofits
		3. City, regional, and state agencies
		4. Arboretums
		5. Contacts from these groups may offer more suggestions
	3. As contacts respond, start conversation:
		1. What are they most interested in?
		2. What are their challenges related to tree health/stewardship?
		3. How do they see something like HTHC helping them or the community they serve?
2. Choose date and location
	1. Find a date and time at least a month before the event to give people enough time to put it on their schedules
	2. Locations should have the following, ideally:
		1. An indoor location for presentation and discussion (like a classroom or meeting room). WiFi is also a very useful amenity to have, especially for demonstrating the HTHC Project Management Dashboard.
		2. An outdoor location with a few trees that can be used for demonstration and practice
			1. At least one tree that all participants can practice on
			2. Ideally 3-4 trees
			3. These can be in a parking lot, lawn, or along a street – it’s recommended to keep them within a 5-10 minute walk
	3. Time and agenda of the training can be flexible – if during the day isn’t workable, a workshop spread over 2 evening sessions is an alternate possibility
		1. Included in HTHC Training Packets are sample agendas for trainings of different lengths and formats. Work with your Trainer(s) to adapt or plan an agenda to suit your needs and time.
	4. If an HTHC training is coming to the area already, consider inviting guests to attend and including an expanded session (possibly in the evening) for guests interested in learning more about the forest health and data specifics of HTHC.
3. Let everyone know the time and location!
	1. Include directions, other details as needed.
4. Before the event
	1. Find at least one tree that all participants can practice on
	2. Ideally 3-4 trees
	3. These can be in a parking lot, lawn, or along a street – it’s recommended to keep them within a 5-10 minute walk
	4. Flag these trees
	5. (Optional) Tree experts record health checks and pest checks on these trees to compare with trainees’ checks during the training
5. Morning of event
	1. Make sure all logistics are taken care of – printing materials, coffee/snacks ready if desired, etc
6. Event!
7. Afterwards
	1. Day after
		1. Make sure all training materials (presentations, field guides, etc) are available in electronic format to trainees – either sharing link to HTHC site or by keeping them in a separate shareable folder