

STEP-BY-STEP IMPLEMENTATION GUIDE SUMMARY

Planning and producing a TB training program is not a single procedure but involves several steps. This Implementation Guide is intended to help you organize and carry out the many activities that are involved. Each of the implementation steps comprises one of the fifteen modules or components of a successful training event, as described in the [Essential Elements](#) section of this Toolbox and summarized in Table A of this section.

Many of the steps must be accomplished more or less concurrently. The activities begin early in the planning stage and continue through the day of training and afterward, until the event's follow-up activities have been completed. For each step, or module, you will find a description followed by a listing of the activities involved in accomplishing that step. The activities are labeled according to when they take place: pre-course tasks, day-of-event tasks, and post-course tasks. Note that for a number of steps, all activities are completed prior to the start of the event.

Allow at least three months for accomplishing the pre-course tasks. If you will be conducting a needs assessment (see [Step 1: Needs Assessment](#)) as a basis for your planning, it should be completed before the start of the three-month timeframe. More time also may be required if you will be using an off-site facility, since many venues must be booked many months in advance. To help you coordinate your efforts effectively, two checklists, are provided in the checklist section of this toolbox, one is organized according to the steps (the [TB Training Program Action Plan](#)), and the other chronologically, (the [Training Program Checklist](#)).

Since every training curricula, sponsoring organization, and audience has its own set of needs and expectations, the steps are designed to be flexible and adaptable. Each step is important, however, and should be addressed as you design and implement your training program.

**TABLE A:
COMPONENTS OF A SUCCESSFUL TB TRAINING PROGRAM**

CATEGORY	STEP OR MODULE	
<i>PLANNING</i>	Step 1. NEEDS ASSESSMENT	Determine what training needs you want to address.
	Step 2. ACTION PLAN/CHECKLIST	Create an action plan/checklist for developing and conducting the training.
	Step 3. CURRICULUM	Select or develop a course with a format and content that will meet training needs or audience.
	Step 4. BUDGET	Establish a budget and systems for expenditures and tracking costs.
	Step 5. LOCATION/SITE	Secure a suitable location for the training site.
<i>COURSE DEVELOPMENT</i>	Step 6. FACULTY	Recruit faculty and work with them to ensure a successful training course.
	Step 7. COURSE MATERIALS	Develop and produce written materials to support and reinforce training.
	Step 8. CONTINUING EDUCATION	Arrange for the awarding of continuing education credits.
<i>PARTICIPANTS</i>	Step 9. MARKETING	Conduct marketing activities to inform and attract the target audience.
	Step 10. REGISTRATION	Set up a participant registration system and keep updated, as needed.
<i>LOGISTICS</i>	Step 11. SPACE SET-UP	Arrange for the configuration of the meeting room and auxiliary spaces.
	Step 12. AUDIOVISUAL	Arrange for audiovisual materials, equipment, and services to enhance the training presentations.
	Step 13. CATERING	Make provisions for the food and beverage services.

	Step 14. STAFF COVERAGE	Provide staff coverage to handle day-of-event tasks.
<i>POST-COURSE FOLLOW-UP</i>	Step 15. EVALUATION	Develop evaluation materials to determine if course has met all objectives. Summarize the participants' evaluations of the training event.