

## Tips for Effective Co-Training

### Well Before the Training

- Ensure a shared understanding of the desired outcomes.
- Discuss roles and responsibilities related to:
  - ◆ Kick-off and wrap-up.
  - ◆ Different modules.
  - ◆ Segues and hand-offs.
  - ◆ Timeframes and what to do if training is behind schedule.
- Discuss your level of engagement while the other person is training.
- Agree on protocols for interjections and interruptions from the other trainer.
- Together, walk through the agenda.

### Immediately Before the Training

- Plan to be in the room an hour ahead of time to troubleshoot any problems and ensure that the room is configured correctly.
- Allow for a few moments to speak with your co-facilitator and prepare to begin the training before the participants arrive.
- Review the agenda.
- Welcome participants with your co-facilitator as they arrive.

### During the Training

- Conduct informal check-ins with one another during the day.
- Discuss what is working and fine-tune anything that isn't.
- Refer to the co-trainer by name, so learners get a sense of respect between co-trainers; for example, "Remember the great point Cathy made this morning about..."
- Frequently reference something the co-trainer did or said.

**After the Training:**

- Ask for and give feedback to each other.
- Discuss ways to improve.
- Make a plan to coordinate and deliver ideas for improvement.

**Throughout the Training:**

Address relationship dynamics:

- Discuss personal patterns and preferences and how best to use that information to build on strengths and make adjustments.
- Discuss how to share power and leadership responsibilities.
- Remember that co-training can enhance the learning experience. It takes planning and communication before, during, and after the training event.
- If you have any disagreements, leave them at the door.

Adapted from *Working With a Co-Trainer* by Cathy Bolger, [www.cathybolger.com/workcotrainer.html](http://www.cathybolger.com/workcotrainer.html)