


The background features a central black rectangle containing the title. To the left and right of this rectangle are areas with diagonal grey lines. Several triangles are scattered around: a green one at the top left, a black one at the top right, a green one on the right side, and a black one at the bottom right. A green triangle is also partially visible at the bottom left.

TRAINER & FACILITATOR CHECKLIST



TRAINER & FACILITATOR

CHECKLIST



GOAL OF THIS CHECKLIST
IS TO OFFER YOU A
MOMENT TO REFLECT ON
YOUR ROLE AS TRAINER &
FACILITATOR.

IF YOU WOULD LIKE TO
TALK ABOUT YOUR
CHECKLIST FEEL WELCOME
TO SCHEDULE FREE TALK.





**TRAINER &
FACILITATOR
CHECKLIST**

**WRITE DOWN ALL TASKS
THAT YOU NEED TO DEAL
WITH IT.**

**I RECOMMEND TO GO
THROUGH ONE CALENDAR
YEAR TO DO NOT FORGET
ALSO TASKS RELATED TO
ADMINISTRATION
& FINANCES.**



**TRAINER &
FACILITATOR**

CHECKLIST

LIST OF TASKS:



TRAINER & FACILITATOR CHECKLIST

TAKE A MOMENT TO REFLECT ON YOUR LIST.

QUESTIONS TO THINK ABOUT:

-THE WAY YOU ORGANIZE YOUR WORK. IS THERE A PLACE FOR ANY IMPROVEMENTS?

-IS SOMETHING MISSING ON THE LIST?
IF YES, WHAT IS IT?

-ARE THERE ANY TASKS THAT YOU DO NOT ENJOY BUT ARE ESSENTIAL E.G. TAKING CARE ABOUT SOCIAL MEDIA, FINANCES?
CAN YOU DELEGATE THESE TASKS?

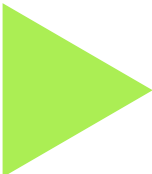
-IF YOU THINK IN THE TERMS OF ONE YEAR PLAN HOW YOU WISH THAT THIS LIST LOOKS NEXT YEAR?
E.G. I WANT TO HAVE ON MY LIST MORE WORK IN INTERNATIONAL FIELD. HOW CAN I REACH THIS GOAL?



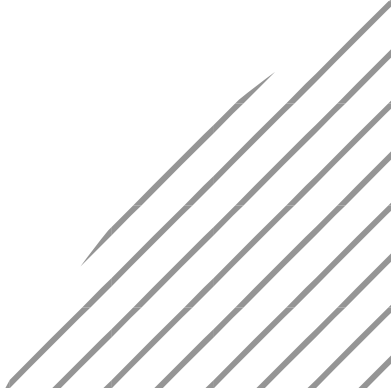

**TRAINER &
FACILITATOR
CHECKLIST**

**MY COMPETENCE LIST:
(COMPETENCE: SKILLS +
KNOWLEDGE + ATTITUDE)**

**CREATE YOUR
COMPETENCE LIST.**



**YOU CAN INCLUDE
COMPETENCES THAT YOU
FEEL STRONG ABOUT BUT
ALSO COMPETENCES THAT
YOU WOULD LIKE TO
GAIN/IMPROVE.**





TRAINER & FACILITATOR CHECKLIST

TAKE A MOMENT TO REFLECT ON YOUR LIST.

WRITE DOWN COMPETENCES THAT YOU WOULD LIKE IMPROVE/GAIN ONCE MORE AND THINK ABOUT A PLAN HOW CAN YOU DO IT.

SET TIMELINE.
BREAK A BIG GOAL IN SMALL STEPS.
CHECK AVAILABLE FREE TRAININGS (E.G. ON SALTO-YOUTH), WORKSHOPS. JOIN TRAINERS COMMUNITY.
FIND SOMEONE WITH THE SAME GOAL TO SUPPORT EACH OTHER.

GO THROUGH YOUR STRONG COMPETENCES.
HOW CAN YOU TRANSFORM THEM IN NEW IDEA?
PROJECT? TRAINING PRACTICE?





**TRAINER &
FACILITATOR
CHECKLIST**

MY SUPPORT LIST:

**IT IS IMPORTANT TO HAVE
A SUPPORT, FEEL
SUPPORTED.**

**ARE YOU TAKING CARE
ABOUT YOURSELF? WHAT
YOU DO TO PREVENT BURN
OUT? HOW YOU CHARGE
YOURSELF?**



WRITE IT DOWN.

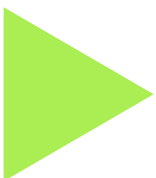


TRAINER & FACILITATOR CHECKLIST

TAKE A MOMENT TO REFLECT ON YOUR LIST.

IS IT TOO EMPTY? TO FOCUS ON ONE ASPECT?
WHAT STEPS CAN YOU TAKE TO CHANGE IT?

IF YOU ARE HAPPY WITH YOUR LIST DO NOT FORGET TO
GO THROUGH IT TIME BY TIME TO MAKE SURE THAT
YOU TAKE CARE ABOUT YOURSELF.





**TRAINER &
FACILITATOR
CHECKLIST**

MY WISH LIST:

**WHAT YOU WISH TO
ACHIEVE IN ONE YEAR,
FIVE YEARS?**

**WRITE IT DOWN. BREAK IT
INTO SMALL STEPS AND
START YOUR JOURNEY.**



**TRAINER &
FACILITATOR
CHECKLIST**

MY WISH IS:

STEP 1:

STEP 2:

STEP 3:

STEP 4:

STEP 5:



STARTING: NOW