Before the Training

Schedule your sessions
- o Recommended timing: 2 days in person or 4 × 90-minute virtual sessions.

Invite your participants
- o Share the *Taking the Stage®* brochure to outline learning outcomes.

Send pre-course communications
- o Share a welcome letter with your participants.
- o If using pre- and post-surveys to measure skill growth, send the pre-survey now or have them complete it in the first 5 minutes of session 1.

Distribute prework *(1-2 weeks before Session 1)*
- o Send participants the pre-work for session 1.
- o Optional: Print participant guides for in-person delivery.

During the Training

Send prework for the next session
- o After each session, share the next prework promptly.

Collect post-survey responses
- o In the final session, allow 5–10 minutes for participants to complete the post-survey at the end of the session.

After the Training

Share your results
- o Let us know how your delivery went and post your wins in our LinkedIn group.

Plan your next delivery
- o When you're ready to run Taking the Stage® again, reach out to us to arrange for more participant licenses!