



Live Training Checklist

1. Review Materials

- ☐ Read through the slide deck, script, & videos
 - [Google Slides](#)
 - [PowerPoint](#)
- ☐ Delete, add, or edit slides to meet your teacher's needs

2. Plan The Logistics

- ☐ Decide on the setting: all staff meeting? Grade level, department, or PLC meetings? etc.
- ☐ Choose a location that will accommodate your staff and allow for a projector and sound system
- ☐ Pick the date(s) and time(s)
- ☐ [Invite your teachers!](#)

3. Deliver The Training

- ☐ You got this!
- ☐ Make sure teachers enter your email as their Amira Champion in their exit ticket so that you receive a copy of their responses.

4. Check In

- ☐ Check in with teachers a few days before and after their launch date!