



GETTING STARTED GUIDE: STEPS TO A SUCCESSFUL TRAINING

BEFORE THE TRAINING

- Plan your time:
 - Teens and Adults will need about 15-20 minutes for the virtual lesson
 - Add one (1) minute/student for the hands-on practice with the training dolls, if using
- Recruit adult helper(s) – one helper for every training doll
- All leaders and helpers should** go through the ***Virtual Learning Lesson for Teens/Adults*** – link provided on our website. Also, practice with training dolls, if using, as you follow the Leader’s Script. Be sure you can properly demonstrate and help your students or group members.
- Make sure students have the necessary equipment computer device with internet access and headphones/earbuds.
- Make copies or email the ***Parent Letter*** for each participant

DAY OF TRAINING

- Send the URL link and Survey to students. Let them know what to expect.
- FOLLOW LEADER’S SCRIPT**

AFTER THE TRAINING

- Have students print the results of their final quiz.
- For those that passed (80%) or better, you can fill in the printable certificate of completion on the Leader Packet page of your choice.
- Print the certificates and distribute.
- Get more feedback from your students through the ***Student Survey***. Email or distribute to your students. Use this to address any questions they may still have about how to help a choking person.