

**Instructions:** Use this agenda for a 75-minute training seminar. Find resources for this training at [pursueGODkids.org](https://pursueGODkids.org)

**Lead Trainer:**  
**Assistant Trainers:**  
**Date of Training:**

### Training Checklist and Assignments

- Name Tags, Printouts and Packets:
- Food and Drinks:
- Technology:

#### 15 min **Meet and Greet**

Welcome people as they show up. Have them sign up on an attendance sheet and fill out a name tag. Let people grab refreshments and settle into a seat.

**5 min** Introduce your team leaders, explain your age breakdowns for each class, and distribute schedules if necessary. Talk about the expectations for volunteers. (Finding a sub, who to contact and when)

#### 20 min **[KC Principle #1](#)**

Watch the video together and discuss questions as needed. Review your [safety policies](#) and have everyone fill out their background check forms.

#### 20 min **[KC Principle #2](#)**

Watch the video together and discuss questions as needed. Watch the [How to Use Teacher Notes in KC](#) and review the sample teacher's pack. Talk about how it all works in the classroom (and large group if applicable).

#### 15 min **[KC Principle #3](#)**

Watch the video together and discuss questions as needed. Review the family guide (sample teacher's pack) and talk about how to encourage parents to continue the conversation at home.

**Meeting Notes:**