

Contents Of Train-The-Trainer Kit

No.	Description	Provided on the Jump drive	Provided Locally
1	<i>Choosing a Course Option (A, B, C, or D)</i>	✓	
2	<i>Copies of PowerPoint Presentations for All Options (Instructor Use Only)</i>	✓	
3	<i>Participant Packets for All Options</i> • <i>Includes Evaluation Sheets</i>	✓	
4	<i>Instructor Packets for All Options</i>	✓	
5	<i>"How to Set up a Class"</i> • <i>Step-by-Step Instructions</i> • <i>Sample Training Announcement</i> • <i>Agendas</i> • <i>Sign-in Sheet</i> • <i>Event Day Checklist</i>	✓	
6	<i>Suggested Trainer Tips</i>	✓	
7	<i>How is the Jump Drive Organized?</i>		<i>In Binder</i>
8	<i>Movie "Ethics in Government"</i>		<i>On DVD</i>
9	<i>Jump Drive with Presentations and Digital Copies</i>		<i>In Binder</i>