

SET UP

Overview

As the team member responsible for setup, it will be your job to ensure that the training room is ready with the appropriate number and arrangement of chairs, tables, and all other equipment. This job requires preparation as well as the ability to work quickly and efficiently with others. As others will be needed to assist with set up, you will need to be decisive and communicate clearly. Like every other member of the team, you exemplify the training itself by being its principles.

Commitment

Beyond the arena of character, you will be asked to commit to the following:

1. Attend all team meetings and the Intro to Transformation Workshop.
1. Be prepared for all meetings and the training.
2. Participate in weekly team coaching calls.
3. Enroll and register participants to the training.
4. Make confirmation calls.
5. Pray regularly for the team, the Trainers, the participants, and the training.
6. Be a witness.
7. Create value for the team.
8. Do what it takes to accomplish the vision.

Responsibilities Before TL

1. Coordinate with the Sponsor, Supplies, and tech team members regarding the layout of the room and all the equipment needed.
2. Help transport any equipment needed to the site.
3. Coordinate with the team member responsible for supplies regarding easels, easel pads, and magnum marker pens, etc.
4. Coordinate with the Admin Captain to make sure the registration table is ready to go with the printed workbooks to hand to participants as they check-in, and also get the GAP pens that were mailed to the sponsor to have ready at the registration table as well.
5. Make sure all extension cords or trip hazards are taped to the floor (gorilla tape is most effective), and make sure if you do have cords taped down then do it in a clean and professional manner.

Responsibilities During TL

1. Make sure the room is set up correctly. Ensure that there are tables (either round or rectangular is fine) and that all participants are facing forward (none of them with their back to the trainer), and that there is still room to move around the tables easily, as well as for participants to have enough space to move their chairs around the room and into dyads as needed.

2. Work with the Team Captain to ensure any room set-up changes are handled before sessions. Help the snack person to make sure the food and beverage area is clean and replenished as needed.

Responsibilities After TL

1. Enroll other team members to assist with tear-down.
2. Ensure the appropriate clean up and close-out of all rooms, including returning equipment, pulling up gorilla tape, and taking care of trash.
3. It is your responsibility to make sure you leave the training location clean and take care of your responsibilities in making sure the location is satisfied with the conditions in which it was left.