**SEQUENCING TRAINING ACTIVITIES**

**The following guidelines apply to most sequencing of training activities and should be considered fundamental to effective design:**

1. Build interest and introduce new content before you delve more deeply. Set the stage for learning by using an activity that hooks participants; interest or gives the big picture.
2. Place easy activities before demanding activities
3. Maintain a good mix of activities. Vary training methods, the length of activities, the intensity of activities, and the format. Variety is the spice of good training.
4. Group together concepts and skills that build on each other.
5. Provide sub skills before practicing complex skills.
6. Close training sequences with discussion of so what and now what. Have participants consider the implications of the content and plan their next steps.

**Basic Questions:**

1. Does the design achieve the activity’s objective?
2. What knowledge or skill level does the design require of participants?
3. How much time will it take?
4. Is the design the right pace for the group? Fast paced activities work best to get the total group involved. Leisurely activities are more appropriate for small group format
5. Is it suited to the size of the group?
6. What skills, space, or logistics are required to conduct the design?

**When the objective, method and format for a single design have been chosen, also consider:**

1. Time allocation: What many minutes will various parts of the design take?
2. Buy in – what will you say or do to get participants involved?
3. Key points and/or instructions. What are the major ideas and what exactly do you want participants to do
4. Materials: What do you or the participants need in the way of materials?
5. Setting: How should you set up the physical environment for the design to succeed?
6. What remarks do you want to make and/or what discussions do you want the participants to have to bring closure.