Three (3) Weeks Prior to Session

1. Send out BEST^2 Assessment™ link to all enrolled participants with instructions for completing (see our sample email template)
2. Obtain and print PDF of each participant's BEST^2 Assessment™ results
3. Secure/Organize Participant Materials – 1 per participant
    - ☐ Put Me In, Coach Participant Manual
    - ☐ BEST^2 Assessment™ Customized Report
    - ☐ Put Me In, Coach Anti-Stress Ball
    - ☐ "Game Day Ticket" (Job Aid) with Lanyard and Clear Casing
    - ☐ Name Tent
    - ☐ Pen (optional)
    - ☐ Note Pad (optional)
    - ☐ Tshirt (optional)

Two (2) Weeks Prior to Session

1. Send out Key Coaching Traits Whitepaper along with training details/logistics; in same email, encourage participants to bring to the class a) development plans, b) coaching logs, c) vision, mission and/or purpose statements (and any other documentation you believe will support the session and action planning post-training)(see our sample email template)
2. Send Outlook appointment (if appropriate) to each participant that confirms session details, logistics and expectations

***NOTE:**
If there are any additional pre-reads you believe are important to setting up the training, include them in this second email communication.

Prior to Training (Night Before or Morning Of)

1. Set up tables "Pod Style" (4-5 seats per pod)
    Lay out Participant Materials and Anti-stress Balls at each spot
    Hold on to Lanyards with Game Day Tickets and TShirts (if applicable)
2. Hook up computer to Projector and display PowerPoint
3. Display X&O Model™ and SCORE to Win Coaching Framework™ posters
4. Print Roster Sign-in Sheet and Course Evaluations
5. Send Put Me In, Coach Toolkit PDF to each participant (evening of day 1)

Post Training: Submit participant names/email addresses to subscribe@lc-consultants.com so they can be added to monthly newsletter distribution.