

Pre-training Readiness Checklist

Program officers may complete this form to help identify grantee organizations and individuals with great potential to benefit from the communications training experience.

Date: _____

Training candidate organization: _____

Individuals likely to participate: _____

Program officer making recommendation: _____

1. POSITIVE TRANSITION

Training participants most likely to find the communications training experience “transformative” are those experiencing or anticipating a significant and positive transition. Is the organization you’re considering sending to training undergoing one or more of the following transitions? If so, please describe in the spaces that follow.

- Yes No Startup organization
- Yes No New leadership: _____
- Yes No New funding: _____
- Yes No New program: _____
- Yes No New major project/campaign: _____
- Yes No Shift in external environment: _____
- Yes No Other transition: _____

2. IMPLEMENTATION CAPABILITY

Following training, participating organizations must have baseline capabilities to apply communications lessons to their strategic and everyday work. What indications do you have that the organization you’re considering sending to training has the infrastructure in place to implement lessons learned?

- Communications budget as a percent of total budget: _____
- Staff dedicated full- or part-time to communications: _____
- Yes No Access to communications resources: _____

3. COMMUNICATIONS CULTURE

Training participants whose organizational leaders are supportive of communications are more likely to apply training lessons with success than those whose leaders are resistant to communications or skeptical of its value. How would you characterize the communications mindset of those leading the organization you’re considering sending to training?

Staff leaders

- Yes No Value communications
- Yes No Open to change
- Yes No Provide sufficient budget support for communications
- Yes No Support communications through their actions

Board members

- Yes No Value communications
- Yes No Open to change
- Yes No Provide sufficient budget support for communications
- Yes No Support communications through their actions

4. TRAINING PARTICIPANTS

Past training participants very much appreciate attending as a team. With two or more individuals to represent the organization, they are better prepared to use training time to work through communications challenges and to bring lessons learned in training back to the organization. Will the following types of individuals be willing and available to participate in communications training together?

- Yes No Executive leader with the authority to create change: _____
- Yes No Staff member with communications responsibility: _____
- Yes No Staff member with communications or program responsibility: _____