8 STEP TRAINING MODEL

**PLAN**

What is to be trained? 
What is the METL assessment? 
Who is to be trained? 
Identify instructor/assistant instructor. 
Date training was planned: 
Date training will be executed: 
Is the training site coordinated? 
Are all resources coordinated? 
Materials/training aids required: 

**RECON THE SITE**

Has a OPORD been issued for the training? 
Is the site suitable for the training? 
Is it easily accessible for emergency case? 

**TRAIN THE TRAINERS**

Has the trainers training outline been reviewed? 
Is the trainer technically and tactically proficient? 
Does the trainer have/understand the task, conditions, and standards? 
Review references, IE; FMs ARTEPs, TMs, and soldier’s manuals. 

**ISSUE ORDER**

Location of training: 
Has the uniform for the training been briefed? 

**REHEARSE**

Identify weak points in the training plan: 
Does the training flow? 
Is there sufficient time for the training? 
Are the training aids/material present and operational? 
Did you review pre-execution and pre-combat checks? 

**EXECUTE**

Is the training conducted to standard? 
Are soldiers for training accounted for? 
Is everyone in uniform? 

**EVALUATE THE TRAINING**

Was there an evaluation done after the training execution? 
Were the training objective/standards met? 
What is the METL assessment? 
Were the materials/training aids sufficient for the training? 
Was an After Action Review done? 
Are the training results recorded in the leaders book? 

**RETRAIN**

Be prepared for opportunity training: 
Review references, IE; FMs ARTEPs, TMs, and soldier’s manuals: 

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Has a Risk Assessment been done? 