Welcome to the PurposeWorks Training Team!

Train-the-Trainer Guide

As a new trainer, you are stepping into a vital role—guiding others to discover God’s purpose for their lives. Below are key steps to help you prepare and lead effectively.

Trainer Key Responsibilities:

* Facilitate Learning – Teach key concepts, guide participants through exercises, and create an interactive experience.
* Lead Discussions – Encourage conversation, create a safe space for sharing, and help participants process insights.
* Provide Spiritual Encouragement – Offer biblical insights and prayer support to motivate and uplift participants.
* Answer Questions & Offer Guidance – Help participants apply the material to their lives and navigate challenges.
* Collaborate with Cohort Leaders – Work with discussion leaders to ensure participants feel supported.
* Prepare for Sessions – Review lesson plans, PowerPoints, handouts, scripts, and exercises ahead of time to be confident in delivery.

Trainer Expectations

1. Participate in Orientation

* Complete the Workshop Yourself – Engage in all exercises to fully understand the material. Your *Purpose & Mission Statements* and *Life Plan* will serve as examples for others.
* Attend the train the trainer sessions to learn more about how to best lead your group in the program.

2.Customize and Practice Teaching – Customize the presentation with your examples, stories and jokes. Practice your presentation using whatever you are using for notes (tablet or paper) along with the PowerPoint.

3. Positively and Proactively Handle Participant Questions & Challenges (see below)

Some participants may struggle with clarity, doubt, or resistance to the process. Be ready to:

* Affirm that God has a purpose for everyone (Ephesians 2:10).
* Encourage small steps forward rather than waiting for a perfect answer.
* Share personal experiences and biblical examples to provide reassurance.
* Create a supportive space where participants feel heard and valued.

4. Facilitate Best Learning Practices

To create an engaging learning experience:

* Make it Interactive – Ask open-ended questions, use real-life examples, and encourage discussion.
* Balance Talking & Listening – Aim for 30-40% teaching and 60-70% participant engagement.
* Encourage Vulnerability Without Pressure – Share your own journey to help others feel comfortable.
* Guide Discussions Gently – Keep conversations on track and ensure everyone has a chance to share.
* End with Action Steps – Challenge participants to apply what they’ve learned before the next session.

5. Ensure Technical Training and Set-up

Make sure you’re comfortable using the tools needed for effective presentation. Test any videos before you start and have a clear plan B.

6. Receive Ongoing Coaching & Support

You won’t be doing this alone! You are a part of a team. Give and receive feedback.

Thank you for stepping into this leadership role. Your investment in this process will help others find fulfillment in God’s calling for their lives!