



## Training To-Do List

### Compile a list of local employers

- Compile a list of local employers that you would like to build a relationship with. You can consult the yellow pages or a local chamber of commerce to find business directories.
- Consider reaching out to your board of directors for community contacts.

### Contact Employers to Schedule a Training

- Send a letter or email to contacts at local companies. (See the [sample letter](#) for ideas.)

### Follow up with Employers

- A week or two after mailing the letters call the contacts directly and ask if they are interested in hosting a training. See the [talking points](#) for suggestions on what to say.

### Host the Training

- Facilitation materials can be downloaded at [speakout.odvn.org](http://speakout.odvn.org).

### Complete the See the Signs Training Survey

- After the training, please complete a [brief survey](#) about your use of the training tools. We appreciate your feedback so that we can continue to improve the trainings and understand how the tools are being used.

### Send the Employer a Thank You Letter