

Training Event Preparation Worksheet

Motivation for Worksheet:

You are interested in a deeper more relevant Scrum training experience.

Purpose:

These questions will be the foundation for a brief intake call prior to your onsite training. The Training Preparation Worksheet will uncover information to help us adapt our training delivery to best suit your audience and culture. This will greatly increase the value of your training engagement.

How to Use:

Review the questions below and answer them briefly to the best of your ability. Skip the questions not applicable to your environment.

Questions:

- How many people will be in the training?
- Will there be different Teams/groups of people participating in the course? Will there be Teams/groups that work together or have organizational connections through things like common projects?
- Will everyone know each other?
- Are the attendees pulling for Scrum/agile or being asked to apply Scrum/agile by Leadership?
- What is the level of Scrum knowledge or experience in the room?
- Will there be key Stakeholders participating in the training? What are their expectations?
- Describe the relationships between the attendees in the training. Is there an “us/them” pattern in the culture?
- What else you would like us to know?