

## TALKENGLISH PROGRAM CHECKLIST

To launch a successful TalkEnglish program, we recommend that you complete the tasks below:

### Review the TalkEnglish program

- Review the *TalkEnglish: The Book of John* workbook and the *TalkEnglish Training Manual*.
- Review these materials so that you have a good understanding of how the program and the training will be conducted.
- Review the TalkEnglish ([www.talkenglishprogram.com](http://www.talkenglishprogram.com)) and Connect the Nations ([www.connectthenations.com](http://www.connectthenations.com)) websites to see all of the resources.

### Plan your TalkEnglish training

- Identify a TalkEnglish Training Facilitator. Using the *TalkEnglish Facilitator's Training Manual*, the facilitator will be able to conduct effective training programs for the instructors. If you are using a training video, then the TalkEnglish Training Facilitator will merely help to facilitate the discussions and monitor the time allotted for each section of the training.
- Consider how and when the TalkEnglish training sessions will be conducted for your instructors. Set up firm dates and times for this training.

### Recruit TalkEnglish instructors

- Decide how your instructors will register for your program.
- Create an in-house advertising campaign for recruiting instructors for your TalkEnglish program: (*Contact TalkEnglish for advertising templates.*)
  - Advertise your program in your organization's bulletin or newsletter
  - Post your program on your organization's website or bulletin board
  - Broadcast your program via email
  - Announce the program at church, midweek services, Bible discussions, or other meetings
  - Construct sign-up tables
- Designate the dates for your advertising initiatives. We recommend advertising your program for a minimum of 3 weeks before conducting your first instructor training session.

# TalkEnglish

## Identify a TalkEnglish Program Coordinator

- Designate a TalkEnglish Program Coordinator.
  - A TalkEnglish Program Coordinator is necessary if you advertise your TalkEnglish program in your community.
  - The TalkEnglish Program Coordinator will match instructors with readers as needed and ensure that readers have instructors to work with each week unless volunteers will be finding their own students.
  - TalkEnglish Business Cards and advertisements should have the Program Coordinator's contact information for program candidates to learn more about the program unless volunteers will be finding their own students.
- Decide if you wish to track the progress of your TalkEnglish program.
  - The TalkEnglish Program Coordinator would be responsible for maintaining the TalkEnglish Tracking Spreadsheet. This spreadsheet will collect information about the studies each student has completed and their responses to the program.
  - Each instructor can complete their own Tracking Spreadsheet and submit to the Program Coordinator monthly to make tracking easier.

## Designate a time and location for your TalkEnglish program

- Designate a specific time and place for your readers and instructors to meet (see the Reading Session Locations in the *TalkEnglish Training Manual* for ideas).
- Decide how often your TalkEnglish program will be conducted throughout the year.
  - You may choose to have seasons in which TalkEnglish is made available to the community.
  - Instructors can also be responsible for finding their own students, so TalkEnglish can be available to anyone at any time.

## Gather your TalkEnglish Supplies

- Decide who will be responsible for providing the TalkEnglish workbooks to the students.
  - You can print copies for students to receive or purchase. Decide where and when students can access these workbooks.
  - Students can download their own copies directly from our website.
- Consider providing TalkEnglish Business Cards to instructor who wishes to invite internationals of the community to participate in your program.
  - Instructors can write their names and numbers on the backs of the cards.
  - The Program Coordinator's name and number may also be placed on the card.

# TalkEnglish

## Decide how Students will register for your program

- Create a registration form and post it on your website, and have the Program Coordinator coordinate students with instructors, OR
- Ask students to contact instructors directly
- If the Program Coordinator will be matching students and instructors, be sure to get the following information for your students and instructors to assist with matching:
  - Zip code, neighborhood, or district
  - Place of employment
  - Age
  - Gender
  - Availability

## Advertise your TalkEnglish program in your community

- Design a plan to create flyers or venues for advertising your program throughout your community.
  - See *Advertising for TalkEnglish* in the Finding Readers section of the *TalkEnglish Training Manual* for ideas, and contact TalkEnglish for advertising templates.
  - Make sure that your advertising scope matches the number of instructors that you will have in your program, or instructors can advertise for their own students.
  - On each advertisement, write the name and telephone number of the TalkEnglish Program Coordinator or instructor.
- Designate a firm date for launching your advertising campaign unless volunteers will be finding their own students.
- Consider conducting an evangelistic outreach event to kick-off your program (see the introductory comments of the Finding Students section of the *TalkEnglish Training Manual* for a list of potential outreach locations).
- Designate a firm date for launching your evangelistic outreach event.

## Track your Students' progress

- Ask instructors to submit which study was completed after each lesson, the date, and any significant decisions made.
- Instructors can submit this information to the Program Coordinator for tracking all students weekly or monthly.
- Contact TalkEnglish for spreadsheets to manage this information.