

David Allen Academy Quality Standards for Trainers

A Trainer refers to the person on the path to be certified by the David Allen Academy to deliver at all three levels of the Mastering Workflow Series.

Accountabilities

1. Delivering the Mastering Workflow Series.
2. Participating in Mastering Workflow Series Trainer Community of Practice program.
3. Maintaining all Trainer certification standards.
4. Maintaining the strictest levels of confidentiality with all client and company information.
5. Modeling the Path of GTD Mastery.

Qualifications

At the Academy we have learned from experience there are three criteria for assessing the potential for success as a Mastering Workflow Series Certified Trainer. The candidate must be:

1. A seasoned professional Trainer
2. An enthusiastic GTD practitioner
3. An avid student of the GTD methodology

Specifically they must meet all of the following standards:

1. Seasoned Professional Trainer

- Has a minimum of two years experience as a Trainer (letters of recommendation, evaluations and/or a resume is recommended).
- Has proven presentation and facilitation skills, including knowledge and experience in the use of PowerPoint and standard AV equipment (documentation by a video, or audio recording of their work or testimonials by their participants is recommended).
- Is experienced in training interpersonal skills such as communication, motivation, diversity, and related topics. An individual with strictly technical, compliance, and/or safety skills training experience may want to consider additional professional training.
- Has experience in communicating with diverse audiences including those with different levels of education, professional experience, and generational and cultural backgrounds.
- Has the ability to stay on track, remain in charge, and keep the program moving without spending too much time on individual issues.
- Has ease in addressing sensitive issues and the skills necessary to bring the audience back to the objectives of the program if interrupted by participants who demonstrate emotional responses to course activities.
- Has strong planning and organizational skills and experience in facilitating hands-on activities.
- An educational background in training, public speaking, or teaching is beneficial.

2. Enthusiastic GTD Practitioner

- Uses GTD as their own total life management system and can share how GTD has brought value to their professional and personal life.
- Believes in and has enthusiasm for sharing GTD with others.
- Shares personal experiences about GTD subject areas with enthusiasm and humor.
- Models engaging within the Path of GTD Mastery.

3. Avid Student of the GTD Methodology

- Has read or listened to David Allen's books: *Getting Things Done*, *Ready For Anything*, and *Making It All Work* (if available in Trainer's language).
- Demonstrates enthusiasm for learning by attending GTD events.
- Reads or participates in GTD Connect and/or GTD Times blog (for English readers).