

**Workshop Leader Road Map**

**Preparation**

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Welcome aboard! This map will help you kick-off and lead the way of this journey in achieving customers’, BIY’s and your personal goals.

Let’s get this show on the road!

1. Submit [W-2 Instruction](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-w2-instruction.docx)
2. Submit [Criminal Background Check](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-criminal-background-check.docx)
3. Read our emails and attend onsite training
4. Understand BIY’s goals by exploring our [Website](http://build-it-yourself.com) and [Projectware Site](http://build-it-yourself.com/s-projectware/index-projectware.php)
5. Practice presenting [Projects](http://build-it-yourself.com/k-missions/index-missions.php) and [Tutorials](http://build-it-yourself.com/s-lessons/index-lessons.php)
6. Create a [Lab Book](http://build-it-yourself.com/s-lessons/biy-lab-book-example.ppt) and build the projects you will be teaching (be prepared to present it onsite BIY)

**During a Workshop**

1. [Projectware Site](http://build-it-yourself.com/s-projectware/index-projectware.php)
2. [Workshop Leader Guidelines](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-wkshp-leader-guidelines.doc)
3. [How is BIY different?](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-differentiators.docx)
4. [W-2 Instruction](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-w2-instruction.docx)
5. [Criminal Background Check](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-criminal-background-check.docx)
6. [Time Sheet](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-invoice-name-mmddyy.xls)
7. [Schedule and Contacts](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-wkshps-summary-2016.xls)
8. [Tutorials](http://build-it-yourself.com/s-lessons/index-lessons.php)
9. [Projects Overview](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-wkshps-summary-2016.xls)
10. [Bonus Report Log](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-wkshop-report-form.xls)
11. [Reference](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-recommendation-questions.txt) Letter
12. [Clean-up Checklist](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-cleanup-checklist.docx)
13. [Engagement Tricks](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-engagement-tricks.docx)
14. [Sell](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-differentiators.docx) BIY to camp directors and parents
15. Build relationships
16. Get your rewards! [BONUS](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-wkshop-report-form.xls) &  [REFERENCE](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-recommendation-questions.txt)
17. Arrive on time ([Schedule](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-wkshps-summary-2016.xls))
18. Set up

**Before a Workshop**

**Things You May Need**

**Outside the Workshop**

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**After the Workshop (Daily)**

1. [Clean-up Checklist](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-cleanup-checklist.docx)
2. Complete [Time Sheet](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-invoice-name-mmddyy.xls)
3. Summarize what went well and what we can do better in daily update emails to camp directors
4. Smile ☺
5. Present [Workshop Review Questions](http://build-it-yourself.com/s-lessons/biy-review.ppt)
6. Present projects & lead discussion
7. Teach kids how to use lab books and the website
8. Engage, manage students and be safe
9. Remember the [tricks](http://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-engagement-tricks.docx)!