Training Preparation Checklist

Before the training date:

- ❒ Confirm venue bookings and IP connections
  - check that you and your learners can access all required applications

- ❒ Confirm active status of all training accounts and passwords
  - ensure that all training accounts contain sufficient data to enable full functionality and display of appropriate information (eg: user names, responsibilities/access, workflow options, example records, attachments etc.)

- ❒ Locate and write down the details of people to contact for support should you experience technical difficulties

- ❒ Print out sufficient worksheets, QRCs, attendance sheets, feedback forms, and other written materials
  - prepare a couple of additional copies in case these are needed at the last minute

- ❒ Confirm that you have the means to transport all training materials to the venue as required

- ❒ Obtain lectern key and/or room keys (if required)

On the day:

- ❒ Check that you have:
  - your lectern and/or room key
  - a phone and contact number/s for support
  - the visual presentation (on a data key/CD etc.)
  - all required handouts
  - a list of usernames and passwords for practice
  - the attendance list
  - a pen and paper for noting things that need to be followed-up
  - a readable whiteboard marker and eraser

At the venue:

- ❒ Check the room set-up
  – confirm that there is sufficient space, temperature and light levels are comfortable, and that tables and chairs are positioned as required

- ❒ Check that the data projector is set up and working

- ❒ Load the presentation file onto the main computer

- ❒ Write your name and contact details on the whiteboard if available

- ❒ Log into each computer and open the system application/s at the page you wish to start from