## Pre-Training Preparation Checklist

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| --- | --- | --- | --- |
| **Who**  **do I have to consult?** | List the **key stakeholders** (internal and external) you need to consult to organize this training: | | |
|
| 1 |  | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| 5 |  | |
| **Why** train? | * Why do they need training? * How do I identify the need for training? | |  |
| **Who** am I training? | * What do I know about the trainees? * How much do they already know? * What can they already do? * Do they find it hard to learn new things? * How motivated are they - what’s in it for them? | |  |
| **What** am I training them to do? | * What do they already know? * What does the organisation require? * What standards/benchmarks will be used? * What knowledge do they need to do this? * What skills am I teaching them? * What are the workplace implications of this training? | |  |
| **How** will I train them? | * How will I structure the delivery? * What methods of instruction would be most appropriate? * What resources can I use to ensure training is effective? * Will I train them in small groups or should it be one-to-one? | |  |
| **Where** will I train them? | * Will the training be done in the workplace or off the job? * What will it cost? * Have I inspected the venue and completed a Venue and Preparation Checklist? | |  |
| **When** will I train them? | * How many sessions will be required? * How long will each session need to be? * Do I need to plan a training schedule with the trainees? | |  |

## Venue Check and Preparation

Before any delivery of training is it vital to ensure that the facilities, equipment and resources are well organized. Have you?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Check if required** | **ITEM** | | | **Check if prepared and available** | | | | **Notes** | |
| **Yes** | **No** | **N/A** | |
|  | Parking | | |  |  |  | |  | |
|  | Disabled access and facilities | | |  |  |  | |  | |
|  | Entry codes or permits | | |  |  |  | |  | |
|  | Comfortable venue   * Appropriate layout * Lighting and ventilation * Heating and cooling * Tables and chairs | | |  |  |  | |  | |
|  | Catering | | |  |  |  | |  | |
|  | Breakout room, restroom facilities | | |  |  |  | |  | |
|  | Kitchen facilities | | |  |  |  | |  | |
|  | Access to photocopier | | |  |  |  | |  | |
|  | Internet connection | | |  |  |  | |  | |
|  | Laptop | | |  |  |  | |  | |
|  | Data projector and screen | | |  |  |  | |  | |
|  | Video camera | | |  |  |  | |  | |
|  | TV display | | |  |  |  | |  | |
|  | CD/DVD | | |  |  |  | |  | |
|  | Extension cord/Power board/Adapters | | |  |  |  | |  | |
|  | Whiteboard/Flipchart and paper | | |  |  |  | |  | |
|  | First Aid Kit | | |  |  |  | |  | |
|  | Trainer Guide | | |  |  |  | |  | |
|  | Training Manual/Handouts | | |  |  |  | |  | |
|  | Pens, whiteboard markers, highlighters | | |  |  |  | |  | |
|  | Stapler/holepunch | | |  |  |  | |  | |
|  | Masking tape | | |  |  |  | |  | |
|  | Other resources or equipment (please specify) | | |  |  |  | |  | |
| Checked and Approved by: | | |  | | | | | | |
| Signature | |  | | | | | Date | |  |