

Table 9.4: Training Preparation Checklist

Develop a checklist or action plan, tailored according to training context/needs.

Confirm stakeholder commitment and approval

- Workshop purpose and importance
- People identified for training
- Training location, time, duration
- Training budget
- Any key resource people to support the workshop

Schedule the training

- Training urgency – when it needs to be completed
- Availability of trainees and trainers
- Availability of facilities and equipment
- Avoid scheduling conflicts with other events.

Select and prepare trainers (and others involved in training delivery)

- Recruit qualified trainers, translators or other people that may be needed for training delivery.
- Orientate or provide a training of trainers (ToT) to prepare trainers

Select the trainees (when applicable)

- Pre-requisite M&E knowledge
- Suitable number for workshop facilitation
- Suitable composition for workshop objectives

Select the training facility

- Location – convenience
- Sufficient floor and wall space for people and activities
- Privacy/quiet – minimal distractions
- Accessibility for physically disabled people
- Safety and security – neighborhood and facility
- Acoustics, lighting and visibility
- Climate control – ventilation
- Electrical outlets and internet connectivity

Communicate with trainees

- Initial training announcement or invitations
 - Acknowledge any sponsor/s
 - Training purpose and objectives
 - Training schedule or agenda, indicating specific time and location/s
 - Prerequisite knowledge or selection criteria.
 - Any pre-training work or assignments
 - Any trainee costs/fees and required materials
 - Application/registration information or forms
 - Contact information – trainers, organizers, and so forth.
- Pre-training packet for confirmed trainees
 - Trainee participant contact list
 - Training agenda and/or syllabus
 - Any pre-training material and assignments
 - Any pre-training questionnaires, forms, or tests
 - Logistical information; for example, detailed directions, map, transportation and accommodation information.

Prepare training materials and media

Materials

- Training hand-outs, information packet or workbook
- Updated training agenda and participant list
- M&E resources and reference materials
- Activity pieces and props (including sweets/chocolates for game prizes)
- Audio-visual materials
- Tests and quizzes
- Feedback and evaluation forms
- Name tags/plates, training certificates, and so forth.
- Any flash-drives, DVDs and CDs to be distributed

Supplies

- Pens, pencils, note paper or writing tablets
- White boards, colored markers and erasers
- Flipcharts and colored markers
- Extendable or laser pointer
- Tape and/or blue-tack for hanging up flipcharts and other training aids
- Post-it notes, cards, activities/game pieces, and so forth.
- Stapler, paper clips, thumbtacks, extra folders or binders
- First aid kit

Electrical equipment

- Computers and software
- Audio-visual equipment: projector, screen (if not wall space), TV, VCR, DVD.
- Printers, copy machines, telephones
- Electrical accessories: remote control, laser pointer, detachable speakers, and so forth.
- Extension cords, power cords, adaptors, and so forth.
- Backup equipment and spare parts: extra projector, bulbs, batteries, and so forth.

Survival kit – consider preparing a ‘toolbox’ or duffel bag with extra supply of essential items

Prepare the training facility

- Comfortable chairs, (adjustable for longer training)
- Seats should be accessible, not cramped, and people can see and hear each other.
- Arrange the room so people can interact for activities
- When possible, locate the entrance/exit in the rear of the room
- Adequate tabletop space for materials and activities
- Wall space for displaying completed flip chart pages.
- Arrange table/s for training materials, podium, projector, refreshments, and so forth.
- Locate teaching aids so they are assessable, visible and audible, for example, flipcharts, whiteboards, projectors and screens
- Test any audio-visual equipment and internet
- Test the lights and ventilation for the room.
- Place trainee materials and name tags/plates on tables.

Confirm additional logistics, for example,

- Transportation and accommodation
- Refreshments and meals: for example, coffee, tea, juice, water, soda, fruit, cookies, cups, plates or napkins.