

Ultimate Training Prep Checklist

Needed Actions	Completed
Confirm scheduled attendees (take attendance)	
Have your roster in hand	
Provide trainees with any instructions needed for the course. i.e. only number 2 pencils can be used	
Classroom setup	
Make signs if necessary to ensure classrom can be found	
Inform trainees of areas such as bathrooms, coffee, water fountain, etc.	
Ensure lighting is appropriate for the duration of course.	
Eliminate sound distractions. I.E. close windows, doors, etc.	
Make the setting comfortable, set the proper temperature.	
Arrange furniture in a way that allow trainees to absorb all information presented to them	
Software	
Ensure the training database is ready for the new session.	
Ensure system security is correctly established for all trainees.	
Equipment	
Make sure all workstations are in place and working properly. Check cables and settings.	
Check printer (enough paper, ink, etc.)	
check over head projector	
Ensure large screen projector is working properly	
Ensure slide projector is working properly.	
Audio-Visual Materials	
Photocopy handouts, including extra copies.	
Arrange handouts in order of use.	

Ensure training materials are in place (e.g., presentation notes).	
Secure any additional trainee materials (e.g., User Manual).	
Ensure visual aids are visible from the back of the room.	
Trainer Supplies - Confirm that the following supplies are available:	
Color marking pens	
White board pens	
White board eraser	
Pens and tablets of paper	
Name cards or tags for trainees	
Pointer	
Masking tape	
Extra flip chart pad	
Additional blank transparencies	
Additional paper for the printer	
Extension cord	