TRAINING PLAN

◆ CHECKLIST: EVENT DAY ◆

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| BEFORE THE START OF THE SESSION |

Ensure the set-up and layout of the conference room is correct

Check that the AV equipment is working

Go through the presentation slides, videos or any other media to be used during the session to ensure everything works

Confirm the F&B arrangements

Set up all necessary learning tools such as flipcharts, markers, pen & paper, etc

Set up and prepare all the necessary resources for the activities

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| DURING THE SESSION |

Introduce yourself at the start of the session

Discuss the training objectives of the session with the participants

Provide a brief overview of the training programme

Get the group to set their own ground rules for the session

Follow the ‘IDEAS’ model to structure each segment of the programme

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| AT THE END OF THE SESSION |

Do a final review of the learning outcomes from the training session

Take note of any Action Plans that participants agree to

Ask all participants to complete a feedback form before they leave