TRAINING PLAN

◆ CHECKLIST: LOGISTICS ◆

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| EVENT DETAILS |

Confirm the duration of the training session

Identify suitable dates for the training

Check the proposed date(s) for conflicts with other company events

Establish the budget available for the training session

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| PARTICIPANTS |

Identify who should attend the training session

Send the participants an invitation to the training session; ask for confirmation

Send the participants pre-course information

Collate a list of participants who have confirmed their attendance

Send a reminder to participants before event

Prepare Training Record document

If small groups are needed in the activities/discussions, organise the participants into smaller groups

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| VENUE, FOOD & BEVERAGE, TRANSPORTATION |

Identify the venue and facilities requirements for the session – location, accessibility, room capacity / layout, AV equipment, other resources needed

Search for venues that fit the training requirements

Get quotations for the costs of each venue

Arrange site visits to the venues that have been shortlisted

Make arrangements for tea breaks and lunch/dinner (if needed)

Book the desired venue and ensure that any additional requirements are included in the agreement

Make a deposit for the venue booking, if necessary

Make arrangements for any transportation, if necessary

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| OTHER MATERIALS/RESOURCES |

Prepare programme and agenda for the session

Identify and organise the items and resources needed for the activities/discussions

If any of the activities are competitive, prepare prizes for the winning teams/participants