TRAINING CHECKLIST

[TRAINING COURSE NAME]		
Trainer: [TRAINER NAME]	Date: [TRAINING DATE]	
Venue: [LOCATION OF TRAINING]	Duration of Training: [HOURS]	
Participants:		
1. [NAME OF PARTICIPANT] 2. [NAME OF PARTICIPANT] 3. [NAME OF PARTICIPANT] 4. [NAME OF PARTICIPANT] 5. [NAME OF PARTICIPANT]	[POSITION / ROLE] [DEPARTMENT] [POSITION / ROLE] [DEPARTMENT] [POSITION / ROLE] [DEPARTMENT] [POSITION / ROLE] [DEPARTMENT] [POSITION / ROLE] [DEPARTMENT]	
Pre-Training (For Training Organizers / Human Resources)		
Training Documents	Are all manuals, handouts, and presentation slides ready?	[STATUS]
Training IDs	Print a copy of the trainer ID and participant IDs. Print out extra copies for emergency purposes.	[STATUS]
Proofreading of Training Materials	Have all training materials been proofread? Do a spell check and perform corrections for all training materials to be used	[STATUS]
Final Copy of Training Materials	Print out final copy of training materials with correct quantity. Verify and proofread before having the final copy submitted to the printers.	[STATUS]
Email Reminder	Send a training reminder to participants and trainer 1-2 days before the training which includes specific information regarding the training venue, date, and time.	[STATUS]
Equipment and Materials Transportation	Ensure all training materials and equipment needed will be at the venue.	[STATUS]
Special Requirements	Send any special requests to venue coordinator such as seating arrangements or other arrangements for coffee breaks or lunch breaks. Confirm any requirement for special access for disabled employees.	[STATUS]