Animal Health in Indonesia

**Training course preparation checklist**



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| **Choice of venue for training**  | Person responsible | Tick when checked |
| Is the venue clean, well maintained and with functioning air conditioners? |  |  |
| Is there capacity for the number of participants in comfort? |  |  |
| Does the venue supply whiteboard, markers and eraser + flip chart stands for butcher’s paper? |  |  |
| Are there sufficient tables or space for group activities? |  |  |
| Are the walls spacious enough for the display of worksheets/ flipchart paper (can you use blu-tack)? |  |  |
| Is there a table located at front of workshop space for your use? |  |  |
| Can the venue provide catering services or will you need to arrange or provide this? |  |  |
| Will there be any staff available at the venue to assist in the event of a problem? |  |  |
| Access and parking for participants/facilitators? Any costs? |  |  |
| Is there a break out area for refreshment breaks (could be outdoors, another room or even an eatery etc.) with tea and coffee making facilities? |  |  |
| Venue opening and closing times? |  |  |
| What are the security access requirements? |  |  |
| Are toilets accessible to participants/facilitators and located in close proximity to the workshop space? |  |  |
| Does the venue comply with fire safety regulations? |  |  |
| Are there any loose electrical cords or exposed wiring?Can any extension leads be roof mounted or taped to the floor? |  |  |

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| **Planning the training program** | Person responsible | Tick when checked |
| **Pre-training program administration** |  |  |
| Confirmation of availability (venue, trainers, staff, equipment etc) |  |  |
| Confirm availability of all resources (including travel, accommodation, catering, venue, staff, equipment, finances) |  |  |
| Prepare program plan including dates, times, training staff |  |  |
| **Identify participants** |  |  |
| Promote the training program to attract participants |  |  |
| Obtain participant contact details, including area of expertise, enterprise managed |  |  |
| **Book venue and catering** | Person responsible | Tick when checked |
| Book venue |  |  |
| Advise or arrange catering requirements, noting:* times for morning/afternoon tea, lunch, and whether tea and coffee are required on arrival
* any delivery requirements or restrictions for catering staff to enter venue
* participants dietary requirements
* phone contacts for both you and the caterer in case of difficulties
 |  |  |
| **Prepare and print as required** | Person responsible | Tick when checked |
| Participant manuals (one per participant) |  |  |
| Facilitator guide (one per facilitator) |  |  |
| Resource book (have some copies for reference during course) |  |  |
| Powerpoint files |  |  |
| Attendance and assessment sheets (print copies as needed) |  |  |
| Course evaluation forms |  |  |
| Certificates (one per participant, add participant names before ?) |  |  |
| This checklist |  |  |
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| **Before the training program begins, check the following:** | Person responsible | Tick when checked |
| Lap top, data projector, spare globe and screen  |  |  |
| Extension cord and power board |  |  |
| Tape or mat to cover power cord to prevent trip hazard |  |  |
| Spare pens (biros), marker pens and whiteboard markers |  |  |
| Butchers paper  |  |  |
| Participant contact details.  |  |  |
| Phone contacts for the catering and venue |  |  |
| Copies of:Resource book/training/reference materialParticipant manuals Participant contact detailsTraining attendance and assessment sheetsCourse evaluation formsCertificates |  |  |
| Props for icebreakers, team building activities |  |  |
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| **At the venue check the following;** |  |  |
| The venue is safe. For example are there hazards on which a person could trip or slip? Are there chemical hazards, electrical hazards or, unacceptable noise levels? |  |  |
| Venue is clean |  |  |
| Venue is comfortable for participants (heating, cooling, lighting) |  |  |
| Toilets are unlocked, clean with plentiful paper |  |  |
| Layout is as requested and suitable for the number of participants |  |  |
| Location of power point.  |  |  |
| Screen and video are suitable |  |  |
| How to get help in an emergency |  |  |
| Emergency exits, emergency procedures, and first aid kit is available |  |  |
| Tea, coffee, lunches are ordered and food service area is clean and accessible |  |  |

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| **After the training program** |  |  |
| Training evaluation responses |  |  |
| Clean, dry and pack equipment ready to go next time |  |  |