

TRAINING PREPARATION CHECKLIST

TASK	PERSON ASSIGNED	DATE DUE	DONE
LOGISTICS (SHOULD BE AT LEAST 1–2 MONTHS PRIOR)			
Ensure that the training venue has been appropriately selected (classroom and clinical) and is adequate to create a positive learning climate, conduct the planned activities, and meet the course objectives.			
<ul style="list-style-type: none"> ● Confirm clinical training sites: <ul style="list-style-type: none"> – Location – Capacity for training 			
● Meet with clinical staff and management			
● Ensure that client scheduling is arranged with clinic staff or management as needed			
● Prepare clinical staff if additional preceptors are needed			
● Ensure participants have been invited. (Include information on travel reimbursement, per diem provided, lodging facilities, etc.)			
● Ensure any consultants needed are arranged for (SOW and contracts, etc.)			
● Ensure logistics are being managed: included dietary needs, travel and transportation, lodging and per diem			
● Ensure transportation to clinic site is arranged (if needed)			
MATERIALS			
Ensure that the necessary training materials are prepared in time <ul style="list-style-type: none"> ● Trainers materials ● Participants materials ● Training supplies ● Reference documents 			
Ensure that all the necessary models, instruments and supplies are in good condition and will be available when needed			
● Ensure supplies are in place for projection of AV materials (extension cords, power supply, surge protector)			
● Ensure that participant certificates of qualification or participation are drafted, finalized, and printed			

SHORTLY BEFORE			
• Review any training needs assessment or learning needs assessment information			
• Review course materials and adapt if needed			
• Take pre and post assessments or review for accuracy, practice skills			
• Reconfirm clinical training site arrangements			
• Reconfirm role of consultants			
• Meet with trainers to coordinate roles and responsibilities if needed			
• Make sure training manuals and reference or source materials are there			
• Prepare certificates for statements of qualification or participation			
• Visit classroom and arrange it, check supplies and equipment			