

Training Day Checklist

Follow the checklist below to make sure everything is ready for your training session!

- Arrive early.** Give yourself time to check last-minute arrangements and get yourself mentally prepared for the session.
- Check seating arrangements.** Make sure the set-up is ideal for the training style you want to use and have some extra chairs for any last-minute trainees.
- Check room temperature.** Adjust it appropriately for the number of people who will be in the room and the size of the space you will all be occupying.
- Check audiovisual hardware.** Verify all needed equipment to make sure it is operational.
- Check electrical outlets.** Make sure all your connections are safe. Don't trail cords across walkways or overload extension cords.
- Check light switches.** Know which switches work which lights so you can achieve the ideal lighting for audiovisual materials and note-taking.
- Check window-darkening equipment.** Make sure blinds or shades are working properly.
- Check arrangements.** Make sure you have everything you need — including the training space for the entire time you need it.
- Lay out classroom supplies.** If you will be demonstrating tools or equipment, make sure you have everything you need.
- Lay out course materials.** Decide whether to put handouts on a table for trainees to pick up on the way in or to lay them at every seat.

These are effective tips for running a successful session, but the best trainers have several qualities that make them good at what they do. Keep in mind all the recommendations you were given during your ON-CALL training!

