



Good training as you know requires good planning and preparation

Here are some quick reference tips to help with that planning.

1. Have some knowledge of where and what is at the venue you are training at.
2. Ensure your laptop is fully charged (in case of a power cut) and that you have the power lead.
3. Ensure you have a projector and the correct power leads.
4. You may need spare ones with different connectors depending on the venue.
5. Have plenty of pens for group activity and flip chart paper.
6. Ensure you have your PowerPoint presentation saved on to a USB stick.
7. Make sure you have a hard copy of your presentation in case laptop does not work.
8. Take hard copies of hand-outs with you printed on different coloured paper for those persons who read better off of coloured paper.
9. Ensure you have a copy of the trainer charter on you and guidance for referral if a delegate asks for help with any learning requirements.
10. Make sure you have a delegate sign in sheet.
11. Assess the training environment when you arrive to ensure that it is safe for training delivery.
12. Check fire exits and fire evacuation procedure for the building.
13. Where possible find out as much as possible about the delegates prior to training. If this is not possible informal assess at the start of training.
14. If you are training alone, ensure a member of your team knows where you are and that you contact them at the beginning and end of your day so that in accordance with the lone worker guidance.