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<COMPANY OR PROJECT LOGO>

<PROJECT NAME>

TRAINING PREPAREDNESS CHECKLIST – IN PERSON

VERSION <1.0> <DD/MM/YYYY>

VERSION HISTORY

[Explain how the development and distribution of the Training Preparedness Checklist will be controlled and tracked. In the table below, provide the version number, the author implementing the version, the date, the name of the person approving the version, the date that version was approved, and a brief description of the reason for creating the revised version.]

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	<Author name>	<mm/dd/yy>	<Project Manager name>	<mm/dd/yy>	<description of change>

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PREPARATION FOR TRAINING

CLASSROOM MATERIALS	Y	N	N/A
1. Training material sent to instructors			
2. Check that you have the latest version of the training			
3. Materials printed or ordered from the printer.			
4. Materials shipped to the venue.			
5. Prizes and giveaways purchased and shipped.			
6. Flipcharts, Easels, Markers ordered.			
7. Badges, Notepads, Post-it notes, pens, highlighters, and markers shipped.			
8. Certificates of completion printed and shipped.			
9. Interactive whiteboard ordered.			
10. Projector ordered			
11. Any additional AV ordered, e.g., microphones, speakers, mixers			
12. Laptop for presenting material (if not bought by instructors).			
ROOM AND FOOD	Y	N	N/A
1. Location and dates confirmed.			
2. Room and facilities booked/reserved.			
3. Break-out rooms booked, e.g., for splitting into groups.			
4. Food and refreshments ordered, e.g., snacks, tea and coffee, orange juice, water, sweets, breakfast, lunch, and dinner.			
5. Venue equipment reserved, e.g., some venues may provide a projector, flipcharts, screens, lecterns, etc.			

TRAINING PREPAREDNESS CHECKLIST – IN PERSON

6. Verify room size and set up, e.g., auditorium style, classroom, u-shape, and boardroom.			
7. Verify room size and enough tables and chairs.			
8. Verify where lunch will be provided, e.g., buffet style in the room, outside, or restaurant.			
9. Check venue or caterer can manage all dietary requirements, e.g., vegan, gluten-free.			
10. Check what signage the venue will provide, i.e., ensure participants know where to go when they arrive.			
SCHEDULE / AGENDA	Y	N	N/A
1. Class start and end times			
2. Lunch break			
3. Break times			
4. Departure times and constraints.			
5. Agenda finalized and distributed to instructors and participants. You might produce a separate, more detailed agenda for instructors.			
STUDENT / PARTICIPANT ARRANGEMENTS	Y	N	N/A
1. Students invited if applicable or signed up / payment confirmed.			
2. Student information confirmed (numbers, names, skills)			
3. Attendee/participant list collated and shared with instructors			
4. Language and accessibility needs confirmed, e.g., hearing loop, translated materials, ramps, etc.			
5. Any students from overseas? Have visa and travel arrangements been made?			
6. Any travel arrangements needed for the instructors?			

JUST BEFORE THE TRAINING AND ON THE DAY

TRAINING PREPAREDNESS CHECKLIST – IN PERSON

ONE TO TWO DAYS BEFORE	Y	N	N/A
1. Download a copy of materials to your devices, e.g., slide deck.			
2. Have a hard copy backup of the slide deck etc., in case the internet doesn't work.			
3. Make sure any hard copy materials have arrived at the venue.			
4. Ensure you have a copy of the agenda, participant list, and badges.			
5. Send friendly reminder emails to participants, including any pre-work you want them to do.			
ON THE DAY	Y	N	N/A
1. Check room layout and number of tables/chairs			
2. Find out how to adjust room temperature.			
3. Familiarize yourself with light switches, socket locations, etc.			
4. Check internet connection and get guest Wi-Fi details for participants			
5. Check that all training materials have turned up and are where you need them.			
6. Meet the venue events manager: <ul style="list-style-type: none"> a. confirm timings, b. Are any fire alarms planned? c. What is the fire/emergency procedure? d. Where is first aid? e. Is signage up? f. Nearest exit g. Nearest washroom 			
7. Set up a registration table if applicable.			
8. Brief assistants/trainers if applicable.			
9. Check all equipment, e.g., projector, sound system, microphones, and screens.			
10. Check training evaluation forms printed / available online.			

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