

READINESS CHECKLIST FOR TRAINERS

- Are you sure that the facility meets your needs? Does the room have electrical outlets? Are there tables and chairs? Are you going to have the space to yourself during the session?
- Do any of the participants have special needs (e.g. wheelchair access, hearing impaired)?
- Have you arranged for refreshments?
- Have you sent reminders/flyers to potential participants?
- Have you posted flyers in the community?
- Have you reviewed the session?
- Have you prepared all needed overheads for the sessions?
- Have you prepared specific examples that your participants will be able to relate to?
- Have you practiced your presentation?
- Do you have a participant sign-in sheet?
- Are the discussion questions pre-written on a flipchart?
- Have you brought your instructor guide and some extra participant workbooks?
- Do you have all of your teaching materials?
 - Markers?
 - Flipchart?
 - Flipchart stand?
 - Tape?
 - Overhead projector?
 - Extra pencils?
 - Extra calculators?
- Have you set the date, time and place for the next session?
- Other _____
- Other _____
- Other _____