Classroom Training Checklist

Do I have ...?

☐ Script
☐ Presentations
☐ Handouts
☐ DVDs or CDs
☐ USB drive
☐ Laptop, with cables and connectors
☐ Props
☐ Name tents
☐ Flip charts
☐ Markers or pens
☐ Paper or post-it notes

Equipment

☐ Is the computer on and logged in?
☐ Is the projector on?
☐ Do I have a remote for the projector? Batteries?
☐ If using a microphone, is it set up and working?
☐ If using external CD or DVD player, is it set up and working?

Room setup

☐ Should everyone face forward?
☐ Will participants need a writing surface?
☐ Will participants need to cluster in small groups?
☐ Will I, the presenter, be able to move freely about the space?
☐ Do I have room to step away from the podium and not block the view of the visuals?
☐ Are there columns impeding the participants’ view?
☐ Can I be heard? Can the participants be heard?

Environmental conditions

☐ Is there enough light?
☐ Is the room too warm? Too cold?
☐ Are there outside distractions, such as a view outdoors or constant activity outside the room?
Distractors

☐ Does the room arrangement invite interaction between the participants?
☐ Is there a clear line of sight for all of my visuals, including myself?
☐ What other distractions are there to the learning space?
☐ What actions can I take to eliminate or minimize these distractions?

Timing

☐ Do I have a timeline for my training session?
☐ How will I track my time during class, without being distracting?
☐ Do I have a method for timing activities?
☐ Have I determined how my participants will know when to return from a break?
☐ If I begin to run late, do I have a strategy for delivering my “need to know” content and finishing on time?