

# Training Program Planning Checklist

## Training Program Planning Checklist - Planning-01

Training Session:

Group:

Department(s):

Requested date:

Start Time:

Actual Date:

End Time:

ACTIVITY	Planned Date	Actual Date	Comments
Preparation:			
Schedule Room			
Request Equipment			
Video/DVD Player			
Overhead Projector			
Laptop			
Notify Attendees			
Order employee Handbooks			
Date Ordered			
Date Received			
Order Certificates			
Date Ordered			
Date Received			
Review Training Materials			
Trainer's Guide			
Employee Handbook			
Videos			
Exercises			
Demonstrations			
Gather Activity Supplies			
Tools			
Appropriate PPE			
Posters/Charts			
Overheads			
Written Materials			

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ACTIVITY	Planned Date	Actual Date	Comments
<b>DAY OF SESSION</b>			
Prior to Session:			
Set Up Room			
Check Video			
Screen Visibility			
Operation of Machine			
Color/Contrast/Volume			
Desired Start Point			
Check Overhead			
Screen Visibility			
Operation of Machine			
Focus			
Hang Posters/Charts			
Organize Activities Materials			
Set Out Handbooks/Handouts			
Set Out Attendance List			
Provide Pencils and Paper			
Other:			
<b>After Training Session:</b>			
Review Attendance Schedule			
Reschedule Non-attendees			
Correct Tests			
Complete Recordkeeping			
Send out Certificates			
Reschedule Make-Ups			

Record any recommendations or items that need attention here: