Pre-Session Checklist

Use this as a reminder to help you “Prepare”

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| **Materials** Manuals  Job aids Diagrams Flip chart Projector (overhead, data, video) Markers Masking tape White board, markers for white board Handouts Evaluation forms Pens, pencils Other: |
| **Man** (You and participants) Facility scheduled (classroom, lab, etc.) Classroom set up for participants Refreshments scheduled (if having them) You have your lesson plan and time allotments Class rooster of participants Name/number of internal contact person/s if needed Access to the building to get to class/who to call when you arrive Other: |
| **Machines** Have you “tried out” your simulator (if being used)? Do you know if there is power to the equipment? Is the equipment/line/system available and scheduled for you? What is your backup? Other: |
| **Methods** Do you have an instruction/lesson plan laid out Do you have the tools and materials needed Is your “hands-on” time allotment well scheduled Do you have internal trainers to assist with demonstrations |
| **Measurement** Performance checks prepared and available Class evaluations prepared and available Other: |