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: |