

SWSA Training delivery Checklist

Updated 9 March 2018

RecFind File Number:

Requested by:

Category: Type:

Title of session/course:

Day and Date:

Times and length of session:

Number of attendees:

Location : venue/rooms:

Facilitator / Training provider:

Cost Code:

Invoice

	TASK DESCRIPTION	COMMENTS	DUE	Completed
SCHEDULING	Scheduled Dates			
	Booked venue/rooms			
	Book / brief facilitator			
	Contact Trainer to find out: <ul style="list-style-type: none"> • Any pre-course materials or reading • Room layout • Copy of course notes, Power point presentation (bring an extra set) 			
	Equipment required <ul style="list-style-type: none"> • Laptop • USB • Whiteboard/Flip board • Butchers paper • Stationary 			
	Catering			
	Material <ul style="list-style-type: none"> - Photocopying - Forward to 			
	Traffic cones in car park: <ul style="list-style-type: none"> - Set up night before - Remember to bring them back in after training - Advise facilitator when car park 			
	Other: Access pass for building/toilet			
	PROMOTION	ELMO create course ELMO - registration Email – from Training & Development Calendar		
SWSA Training Calendar from SWSA Intranet				
Email confirmation to participants				
Mandatory training – for who?				
Confirm Attendee Numbers				
Send Participant Reminders				
Prepare Attendance Sheets				
Prepare Evaluation Forms Name/Table tags				

POST EVENT	TASK DESCRIPTION	COMMENTS	DUE	X
	Attendance Sheets <ul style="list-style-type: none"> • Received • Entered on database • Filed 			
	Evaluation Forms <ul style="list-style-type: none"> • Received • Reviewed • Filed 			
	Copies of attendance and evaluation sheets forwarded to Provider			
	Invoice Processed			
	<ul style="list-style-type: none"> • Follow up - copies of course notes received • Placed in file 			
	Participants Updated on Training Records Database, TNA and other spreadsheets			

ADDITIONAL TASK / ACTIONS / COMMENTS	PARTICIPANTS NAMES - NOTES / COMMENTS			

FILE COMPLETED?

Yes No Date: ____ / ____ / ____