

Crushing It On Stage

Igniting Leaders to Engage & Empower



Training Checklist

Manpower Needed for/to:

- Registration table
- Review the checklist to ensure everything is ready and in working order
- Man refreshment table as needed (throughout the session)
- Technical Support (dimming lights, adjusting sound system, etc)
- Timer (to ensure facilitator is keeping to allocated timings)
- Emcee (will need Facilitator Bio and Housekeeping details to share with participants)
- Scribing/Taking notes on chart paper (if facilitator wants to capture talking points shared by the group)
- Passing out handouts (as needed) – should be aware of when they will be doing this
- Video/Photography

Training Session Environment:

- Room is set up accordingly (e.g. boardroom, U-shape, theatre, groups and tables as needed)
- Ventilation, heating/air conditioning is comfortable (20-22° C)
- Access to lights/blinds (if dark room is needed for presentation)
- Locate washrooms and fire exits
- Have wifi password (and internet is working)
- Microphone and sound system are in working order
- Music playlist is ready (for breaks and for group work, and connected to sound system)

Refreshment Table:

- Refreshments – tea, coffee, water in jugs (with ice and without)
- Milk, creamers and sugar (white, brown and sweetener)
- Cups, glasses and stirring utensils
- Napkins
- Snacks (optional) or Food items (and dishes/utensils as needed)

Training Checklist

Registration Table:

- Extra manpower stationed at this table
- List of Participants attending
- Name tags for participants (printed on both sides) with lanyards
- Extra name tags (with markers to write names)
- Evaluation/Feedback Forms
- Handouts (alternative: hand out prior to task during session)
- Extra pens and notepaper
- Tickets for draw (optional) and box for them to be placed inside (in addition to the prize for the draw!)

Facilitator Equipment:

- Laptop, projector and screen set up and in working order
- Audio/videos can be seen/heard
- Presentation is ready
- Remote/Clicker for presentation (if needed)
- Timer
- Table with supplies (markers, chart paper, handouts, etc) – in order of task and easily accessible
- Water bottle and mints! (for facilitator)
- Name tag for facilitator
- Attention Grabbing Strategies (as needed)
- Grouping Strategies (as needed)
- Brain Breaks/Icebreakers (as needed)
- Facilitator talking points/slides (kept handy for reference)

Charts (with adhesive, to put up on the walls):

- Parking Lot (with post it notes) for questions (for participant use)
- Agenda
- Housekeeping – wifi password, timings of breaks
- Strategies being modelled
- Blank charts on stands and markers (optional)