

TRAINERS PREPARATION CHECKLIST

COURSE _____ DATE _____

LOCATION/VENUE _____

TRAINER(S) _____

TRAINERS RESPONSIBILITY	LATEST DATE FOR ACTION	ACTIONED
1. Set agenda & Programme	10 weeks	
2. Venue confirmed	8 weeks	
3. Invitation to Trainees sent out with date, time, location agenda and trainers names.	8 weeks	
4. Guest speakers and/or assistants advised	8 weeks	
5. Travel & accommodation arrangements made for trainers and trainees.	8 weeks	
6. Catering morning tea lunch afternoon tea	2 weeks	
7. List of participants drawn up	1 week	

8. Resources required:
- video
 - whiteboard/flipchart
 - overhead projector
 - paper, pens, etc.
9. Training materials (plus 10%):
- handouts
 - manuals
 - end of session evaluation
 - exam papers (if required)

TWO COPIES OF CHECKLIST TO BE FORWARDED TO CHAIR OF TRAINING COMMISSION AND MOTORSPORT NEW ZEALAND OFFICE FOUR WEEKS BEFORE SEMINAR