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Meeting Agenda	
Meeting Date:	
Meeting Time:	
Location:	

Material to Read Before Meeting	Material to Read Before Meeting

Items to Discuss from Previous Meeting	
	Presenter(s)
I.	
II.	
III.	
IV.	
V.	

Items to Discuss in This Meeting



Training 101: Learn How to Train—Checklists and Samples

**Participants' information pack**

- Ⓢ Confirmation letter.
- Ⓢ Course description.
- Ⓢ Objectives.
- Ⓢ Pre-requisites.
- Ⓢ Schedule.
- Ⓢ Course outline.
- Ⓢ Date.
- Ⓢ Time—request arrival 15 mins prior to start time so class can begin promptly.
- Ⓢ Policy regarding late arrivals or 'no shows'.
- Ⓢ Location—public transport details; directions (mud-map) for those driving.
- Ⓢ Parking arrangements and likely cost.
- Ⓢ Lunch and other refreshments/beverage arrangements.
- Ⓢ Other special requirements.
- Ⓢ Contact information (for those with special needs that need to be taken into account [e.g. mobility, audio, visual, food]; those who need to correct the spelling of their name; and those who have other questions).

**Travel and venue**

- Ⓢ Travel arrangements made—flights, accommodation, corporate credit card access, car rental etc. Itinerary, tickets, vouchers provided to you.
- Ⓢ Training room booked.
- Ⓢ Directions to hotel/venue.
- Ⓢ Client and your home office have a copy of your flight/hotel information and cell phone contact details.
- Ⓢ Cell phone is fully charged, and battery charger has been packed.
- Ⓢ Contact details of person collecting you from airport/hotel.
- Ⓢ Client or venue contact details in case of illness or unavoidable delay.
- Ⓢ Training room is available 1 hour before/after class time for setup/clean up.
- Ⓢ Sign-in and logon procedures for training room computers.
- Ⓢ Location of restrooms, phones, tea/coffee facilities—all are easily accessible and well signed; tea/coffee facilities are well-stocked; cups, utensils, kitchen areas are clean and tidy; water or juice for the non-tea/coffee drinkers; milk is fresh.
- Ⓢ Lunch and other refreshments have been ordered/organized.
- Ⓢ Venue rules for food, drink, smoking.
- Ⓢ Fire exit and evacuation plan locations.

**Room**

- Ⓢ Sign on door: course title and start time.
- Ⓢ Room size as requested.
- Ⓢ Arrangement suitable for viewing and interaction. Sit in all positions and check the visibility of the screen, whiteboard, flip-chart, front of the room from each.
- Ⓢ Sufficient chairs/tables.
- Ⓢ Chairs comfortable for 3+ hours.
- Ⓢ Tables have enough space for writing.
- Ⓢ Place for your equipment and materials.
- Ⓢ Space to get to all participants.
- Ⓢ Clock for synchronizing watches.
- Ⓢ Appropriate disability access.
- Ⓢ Temperature: Location of controls.
- Ⓢ Air flow, ventilation: Location of controls.
- Ⓢ Light: Adjustable? Location of switches.
- Ⓢ View: Can it be shut out? (curtains, blinds, shutters)
- Ⓢ Noises: Can they be eliminated?
- Ⓢ Safety hazards: secure cords and cables on the floor with duct tape.
- Ⓢ Electrical outlets: Location.
- Ⓢ Network connections: Location.
- Ⓢ Whiteboard cleaned of previous material.
- Ⓢ Write your preferred name and the course title on the whiteboard.
- Ⓢ Write bullet points of introductory bio information: name, position, organization, what they expect from the training course.
- Ⓢ Water pitcher and glass for you.



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