# Resources Checklist

*The list below is not intended to be exhaustive, but purely as a guideline to remind trainers as to what resources may be required for the delivery of the said programme.*

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| **No** | **Details** | **Required****Yes/No** | **Comments** |
| 1. | Laptop |  |  |
| 2. | Projector |  | Cable, Spare Bulb |
| 3. | Laptop Power Cable |  |  |
| 4. | Mouse/Presentation Remote |  |  |
| 5. | Batteries |  | Video Recorder, Mouse, Remotes |
| 6. | Props & Video Tapes (Show) |  | For Roleplay and Practical Exercises |
| 7. | Flip Charts |  | Blank Pages/Number Required |
| 8. | Flip Chart Pens |  | Number Required |
| 9. | Pens |  | Number & Colours Required |
| 10. | Notebooks/Paper |  | Sufficient Amounts |
| 11. | Tutor Notes |  |  |
| 12. | Handouts |  | List all Handouts |
| 13. | Power Point Slide Show |  |  |
| 14. | OHP Projector |  |  |
| 15. | Name Tents |  |  |
| 16. | Blue-tack |  |  |
| 17. | Selotape |  | Scissors |
| 18. | Stapler |  | Staples |
| 19. | Punch |  |  |
| 20. | Calculator |  | Batteries |
| 21. | Video Machine |  | Power Cable, Remote, Tapes |
| 22. | Television |  | Power Cable, Remote |
| 23. | Video Recorder |  | If Applicable (Assessments) |
| 24. | Blank Video Tapes |  | If Applicable (Assessments) |
| 25. | Activity Sheets & Accessories |  | List All |
| 26. | Extension Cable |  |  |
| 27. | Cable Tape |  | H&S Environment |
| 28. | Programme Administration |  | Registration Forms, Evaluations |
|  |  |  | Signing in Sheets, Trainer Reports |
|  |  |  | Assessments (List All) |
| 29. | Envelopes |  |  |
| 30. | Elastic Bands |  |  |

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| **Trainer Details** |
| Trainer Name: |  |
| Training Venue: |  |
| Programme: |  |
| Date: |  |

# Venue Information Sheet

*The list below is not intended to be exhaustive, but purely as a guideline to remind trainers as to what considerations need to be made to ensure a positive learning environment.*

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| **No** | **Details** | **Suitability****Yes/No** | **Comments** |
| 1. | Access & egress |  | Accessibility (Disability) |
| 2. | Air conditioning/Heating |  |  |
| 3. | Car Parking |  |  |
| 4. | Environmental Factors |  | Noise |
| 5. | Health & Safety |  | Alarms, Muster Points, Exits |
| 6. | Keys |  | Access to |
| 7. | Lighting |  |  |
| 8. | Max Number of Participants |  |  |
| 9. | Plug Sockets |  |  |
| 10. | Refreshments |  | Water, Glasses, Lunch, Food |
|  |  |  | Condiments, Tea/Coffee, Sugar |
|  |  |  | Milk, Cutlery & Crockery, Biscuits |
| 11. | Room Layout |  | Desks/ Breakout Areas/Time (Available) |
| 12. | Seating |  | Comfortable and fit for purpose |
| 13. | Security |  | Room/Assessments |
| 14. | Storage Facilities |  |  |
| 15. | Toilet Facilities |  | Male/Female/Disabled |

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| **Trainer Details** |
| Trainer Name: |  |
| Training Venue: |  |
| Programme: |  |
| Date: |  |

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| **Trainer Comments:** |
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