



Workshop planning checklist

Two months or more before the workshop


It is important to start preparing for the workshop in advance so that trainees can be recruited, local experts identified and venues booked.

Checklist of activities:	
a) Invite a local expert(s) who you feel could help facilitate the workshop.	
b) Book the venue, catering and translation service (if required) for the training or contact your local liaison partner to help facilitate this process.	
c) With the help of the local liaison partner and senior trainer, start identifying and inviting potential trainers to the TTT workshop.	
d) Research and identify relevant local services and charities and obtain pamphlets and leaflets you feel could be relevant to your trainees. Again, the local liaison partner should be asked to help with this process.	


Two weeks before the workshop

Checklist of activities:	
a) Confirm times, dates etc with the local experts who have been invited to attend.	
b) Send out confirmation emails/letters to trainees along with a complete agenda.	
c) Confirm details with the venue.	
d) Start compiling materials for the workshop e.g. folders, handouts, flip charts etc (see Appendix 1 for equipment list).	

One week before the workshop

Checklist of activities:	
a) Print off all the materials you will need for the workshop e.g. handouts.	
b) Organise PowerPoint slides, handouts, feedback/evaluation forms and any other stationery you may need (e.g. flip chart, pens and paper, name badges etc). See Appendix 1 for equipment list.	

One day before (or the morning of the training)

Checklist of activities:	
a) Organise all the materials, folders, equipment etc	
b) Set up PowerPoint slides	
c) Print off delegate list	