# Training Logistics Checklist

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| ***About the Course*** |
| ***Question***  | ***Your Answer*** |
| What is the title of the course? |  |
| What would the delegates learn by attending the course? |  |
| Who is the target audience? |  |
| Is the course public (available to anyone who wants to attend) or private (in-house delivery)? |  |
| What do you want to achieve by running this course? |  |
| What is the maximum number of people who can attend the course? |  |
| What is the minimum number of people that must attend the course before you can run it? |  |

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| ***Schedule and Timing*** |
| ***Question***  | ***Your Answer*** |
| When in the year is the best time to run this course? |  |
| How long should be the course? One hour, two hours, half a day, full day, etc. |  |
| What is the best time in the week to run the course? |  |
| If the course is less than a day, what is the best time of the day to run the course? |  |
| Is it a one-off course or is it carried out over a number of separate sessions? |  |
| Are these sessions subsequently held or should there be a gap between them? If a gap is needed, how long should it be? |  |

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| ***Training Location*** |
| ***Question***  | ***Your Answer*** |
| What is the ideal location for the training to take place? |  |
| How important is it for delegates to access the location by car or public transport? |  |
| Is this location easily accessible by car?  |  |
| Is this location easily accessible by public transport? |  |
| Is this location suitable for disabled attendees? |  |
| Is it easy to locate it? |  |
| Are there adequate car parking spaces? |  |
| Is parking safe? |  |
| If parking costs, is the cost reasonable? |  |
| What would delegates need to know to find the training room when they arrive at the premises? (If the premises or campus is large, consider providing a diagram or illustration on how to get to the correct building) |  |

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| ***Training Room*** |
| ***Question***  | ***Your Answer*** |
| Is the training room large enough for the specific course? |  |
| Is the training room isolated to minimise interruptions? |  |
| Does the training room have the necessary audio-visual equipment for the specific course? |  |
| Is the layout of the training room suitable for the training course? |  |
| Is there enough light in the training room? |  |
| Is there anything in the training room that can distract delegates during a course? |  |
| What supplies are necessary for the course? Do you need to renew or top up anything? |  |

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| ***Hospitality*** |
| ***Question***  | ***Your Answer*** |
| Are there free (or paid-for) refreshments available on site? What are they? |  |
| Would you be serving food? |  |
| If food is served, when is the ideal time to serve it? |  |

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| ***Trainer*** |
| ***Question***  | ***Your Answer*** |
| Who is the trainer?  |  |
| What are the contact details? |  |
| What are the trainer’s requirements? |  |
| What is the trainer’s availability? |  |
| ***Advertisement*** |
| ***Question***  | ***Your Answer*** |
| How much lead time do you need for advertisement before the course?  |  |
| What advertisement methods will be used for this course? Consider sending flyers, online ads, print ads, announcements, newsletters, or direct invitations.  |  |
| When is the latest time that you must close the course?  |  |
| How would people enrol in this course? |  |
| What are the technical requirements to attend this course? |  |
| What are the enrolment requirements such as cost, timing and method? |  |
| Are there any pre-course assignments? |  |
| What is the trainer’s bio which can be used to advertise the course? |  |