Training Preparation Checklist

Check these action steps off as you go!
Each step is one step closer to a successful TECHNICOOL Training.

In the final week leading up to the scheduled training, I have done the following:

- ☐ Followed-up with the contact person at the hosting school/organization
- ☐ Reviewed the agreement between Trainer and Hosting School/Organization to be sure I have fulfilled all my requirements
- ☐ Printed directions
- ☐ Viewed the weather outlook
- ☐ Double-checked the Trainer's Portal of the TECHNICOOL website for any updates
- ☐ Gathered all appropriate presenting materials (*see additional checklist below*)
- ☐ Photocopied all necessary paperwork I am responsible for
- ☐ Test-run the appropriate PowerPoint presentations
- ☐ Saved the appropriate PowerPoint presentations on a USB Drive or CD-ROM
- ☐ Read through the presenter notes
- ☐ Performed a quick search for current events in the location of the Training
- ☐ Contacted PCAV and the TECHNICOOL Team if needed for assistance

I have gathered all required materials for my scheduled Training, including:

- ☐ Printed directions
- ☐ Laptop (if not using the hosting site's computer)
- ☐ USB Drive or CD-ROM with presentations
- ☐ Appropriate Forms for the presentations (if not being provided by hosting site)
  - ☐ Students: Student Evaluation
  - ☐ Parents: Adult sign-in, Parent pre and post test, Parent evaluation
  - ☐ Educators: Adult sign-in, Educator pre and post tests, Educator evaluation
- ☐ Activity Sheets (for educator presentations, if not being provided by hosting site)
- ☐ Talking instrument (for youth presentations)
- ☐ Easel paper and markers (if not being provided by hosting site)
- ☐ Lined paper and writing utensils (for parent presentations, if not being provided by hosting site)
- ☐ Other additional materials I may need (e.g. talking instrument)

Way to go Trainers!
You are ready to rock!