

## CHECKLIST FOR ON-SITE TRAINING

1. Through evaluation of training records and supervisors' input, determine a course is needed and number of potential attendees from your agency.
2. Check consolidated calendar and see if the course is provided within driving distance, and, if so, contact sponsor to determine if there is space; then contact supervisor and see if it's possible for employees to attend.
3. If no course available, check with management regarding feasibility of setting up course on-site. If so, determine who provides the course and contact them for price quotes and dates of availability. Good to get three quotes, if possible. Quote should include cost of printing and/or shipping materials; Materials may be shipped to location of training or to coordinator for transport. Quote should also include maximum and/or minimum number of students.
4. Once a training provider has been selected and several dates of availability are determined, must make decision as to where the course should be held. Check out several hotels or facilities with training rooms in the area, asking for quotes on room, any inclusions (i.e., beverages, AV equipment, etc.). Make sure that the room can comfortably accommodate class, instructor(s), and materials. Also, if materials are to be shipped to class location, request contact name and mailing address and ensure that they have storage space to hold.
5. Wherever the course may be held, it will be necessary to request that a convenient hotel hold a block of rooms to accommodate participants. Request a government room rate and a number of rooms that would equal ½ to 1 times the number of attendees (many agencies require employees to share rooms, where possible). There will be a deadline for reservations for rooms in this block; at which time price may increase or rooms may not be available. Make certain this information is passed along with course announcement and registration form, and regularly check on status of reservations before the deadline.
6. After choice of provider and location have been made; contact provider to determine what AV equipment will be needed and what they will provide. If you must furnish this equipment and do not have it on-hand, include AV equipment in contract with hotel (usually through "banquet/meeting order"). Stay in contact with the provider during the interim period, communicating # of course registrants, etc.
7. If utilizing a hotel for course location, it will be necessary to finalize a contract with the hotel, which will detail the classroom specifics, any inclusions, and any extras and their costs.
8. Once all details are settled, send out course announcement and registration form to agency supervisors. Also request that Jeff Whitlow put the course on APTI's Consolidated Calendar.
9. Once it is determined how many potential attendees you have and whether or not there is space for others, send announcement and registration form to training coordinators/contacts in your region. Actively solicit attendees, keep a waiting

- list once course is filled, and keep all who have expressed interest in the course informed of their status.
10. Before course is held, you may want to send out a reminder to all attendees repeating pertinent information regarding dates, times, any necessary equipment to bring (i.e., CARB 200 courses require safety equipment), hotel check-in times, etc.
  11. Arrive at the course location the day before; make certain that training materials are in-place, set up AV equipment or make certain that it is set up and in working order, and either set up room in appropriate style or check to see that it has been arranged appropriately. Bring extra batteries, sign-in sheet, nametags, copies of course critique, and any other supplies that might be needed (paperclips, etc). You may also want to bring business cards.
  12. Do registration for the class; assist instructor(s) in distributing materials and information. Once class has started, remain in the class or nearby to assist with any problems that may arise. Serve as a liaison with instructors, students, and training room providers.
  13. Once course is ended, make certain attendees complete a course assessment/critique form; assist instructor(s) in gathering their equipment, supplies, and forms; make certain any bills for meeting room, AV equipment, or lodging are correct. Pack up your things and breathe a sigh of relief!