

CFS TRAINING – PREPARATION FOR TRAINING

General for trainer / organiser:

- Training direction signs to training room
- Registration list and table name tags / signs
- Training notes for trainers / organiser only
- USB (with up-to-date power points)
- Lolly tin and / or sweets supplied by hotel or venue
- Tissues
- Pens
- Blu Tac
- Butcher's paper / flip charts
- Post-it notes for use in activities
- Sellotape
- Rubber bands
- Ball of string and packet of balloons
- VIPP Cards in various styles and colours for use in activities
- Trainers pack incl: whiteboard markers, pens, tags, blu tac etc
- IEC posters and materials from local area / country re: CPIE
- Training rapporteur (optional)
- **Training room** – LCD, screen, whiteboard, flip charts (enough for 5 small groups), wireless internet, speakers, Wi-Fi, printing station set-up near or in room, and café style room set-up

For Participants:

- Power point handouts for each day (given out each day with 3 slides per page)
- Notebooks
- Tabs for key documents and resources
- Session Handouts
- Folder for each participant with participant handbook and to put resources in across the week preferably with daily dividers
- Hole puncher and stapler
- USB for each participant with resources saved on it including PP
- Pre-learning sent out two weeks prior to training
- Enough copies of the CPMS for each participant

Trainer to:

- Draft suggested agenda is adjusted and designed, in advance, with the organisers of training
- All PowerPoint's are saved on thumb drive in line with new agenda, in day folders, for easy use and saving for participants
- Trainer needs to have read and understand all materials in the training package including all activity handouts and key resources
- Ensure you have your own training folder with all resources tabbed
- Make sure all technology is working in the room ie: internet, speakers and projector – prior to start of training.
- All materials and resources are placed on the tables prior to participant arrival
- Name tags or table locations are adjusted so that participants, where possible, sit next to someone they don't know.
- Create posters using flip chart paper and place on wall for: 'parking lot'; acronyms; and learning agreement.