

TRAINER'S CHECKLIST

Logistics

- Arranged the date and time for the workshop with the site coordinator or conference chair
- Arranged time allotted for workshop, taking into consideration extra time for Q&A
- Confirmed the approximate number of participants who will be attending
- Investigated about the general background of the participants and familiarity with the SHI
- Determined the capacity and layout of the meeting room
- Considered how tables and chairs will be arranged
- Placed a request for AV equipment (e.g., overhead projector, LCD projector, computer, screen, flip chart, markers)

Materials

- PowerPoint presentation(s) on CD, USB storage device, or overheads
- Copies of slides for participants
- Copies of training agenda
- Copies of all handouts
- Copies of the SHI (participants may be asked to print copies beforehand from the CDC Web site, www.cdc.gov/HealthyYouth/SHI, to reduce burden on trainer)
- Flip chart
- Markers
- Tape/thumbtacks
- Name tags/tents for presenters and participants