

Determine Training Location

Set Training Date(s) and Time(s)

Confirm Contact Name
(at location)

Identify Training Topic

Confirm Number of Attendees

Confirm Contact Phone Number
and Email Address

Discuss Audience Background
and Details

Confirm Training Address
and Directions

Place Orders/Requests
for Training Materials

Complete Continuing Education
Credit Applications

Make Audiovisual Equipment
Requests/Reservations

Make Travel Arrangements
to Location

Determine Break
Accommodations
(food and beverage)

Express Desired
Training Room Set-Up
(e.g., classroom, u-shaped, theater)

Collect, Order, Request, and
Organize Training Props
and Activities

Inquire About
Training Room Accommodations
(e.g., pens, pencils, paper, unique requests)

Confirm All Training Details
with Location Contact

Review or Develop
Training Content

Confirm Early Access
to the Building and Training Room
for Set-Up

Rehearse Delivery
and Demonstrations

Cue-Up Videos
and Organize Props

Check Training Room Set-Up

Arrange or Distribute
Books, Manuals, Assessments,
or Handouts

Conduct Audiovisual Equipment
Operation Check

Review of Evaluation Forms

Review Building Layout
and Emergency Exits

Revision of Training Content

Training Room Clean-Up

**Confirm Receipt
of Advanced Material Orders**