Resources Checklist

The list below is not intended to be exhaustive, but purely as a guideline to remind trainers as to what resources may be required for the delivery of the said programme.

No	Details	Required Yes/No	Comments
1.	Laptop		
2.	Projector		Cable, Spare Bulb
3.	Laptop Power Cable		
4.	Mouse/Presentation Remote		
5.	Batteries		Video Recorder, Mouse, Remotes
6.	Props & Video Tapes (Show)		For Roleplay and Practical Exercises
7.	Flip Charts		Blank Pages/Number Required
8.	Flip Chart Pens		Number Required
9.	Pens		Number & Colours Required
10.	Notebooks/Paper		Sufficient Amounts
11.	Tutor Notes		
12.	Handouts		List all Handouts
13.	Power Point Slide Show		
14.	OHP Projector		
15.	Name Tents		
16.	Blue-tack		
17.	Selotape		Scissors
18.	Stapler		Staples
19.	Punch		
20.	Calculator		Batteries
21.	Video Machine		Power Cable, Remote, Tapes
22.	Television		Power Cable, Remote
23.	Video Recorder		If Applicable (Assessments)
24.	Blank Video Tapes		If Applicable (Assessments)
25.	Activity Sheets & Accessories		List All
26.	Extension Cable		
27.	Cable Tape		H&S Environment
28.	Programme Administration		Registration Forms, Evaluations
			Signing in Sheets, Trainer Reports
			Assessments (List All)
29.	Envelopes		
30.	Elastic Bands		

Trainer Details	
Trainer Name:	
Training Venue:	
Programme:	
Date:	

Venue Information Sheet

The list below is not intended to be exhaustive, but purely as a guideline to remind trainers as to what considerations need to be made to ensure a positive learning environment.

No	Details	Suitability Yes/No	Comments
1.	Access & egress		Accessibility (Disability)
2.	Air conditioning/Heating		
3.	Car Parking		
4.	Environmental Factors		Noise
5.	Health & Safety		Alarms, Muster Points, Exits
6.	Keys		Access to
7.	Lighting		
8.	Max Number of Participants		
9.	Plug Sockets		
10.	Refreshments		Water, Glasses, Lunch, Food
			Condiments, Tea/Coffee, Sugar
			Milk, Cutlery & Crockery, Biscuits
11.	Room Layout		Desks/ Breakout Areas/Time (Available)
12.	Seating		Comfortable and fit for purpose
13.	Security		Room/Assessments
14.	Storage Facilities		
15.	Toilet Facilities		Male/Female/Disabled

Trainer Details	
Trainer Name:	
Training Venue:	
Programme:	
Date:	

Trainer Comments: