Instructor-Led Training Delivery

ACTION	✓
Promotion/Communication:	
• Has the training been promoted and/or communicated to participants?	
• Has a process for registration/enrollment been established?	
• Have travel-related logistics (if required) been coordinated?	
• Have confirmation letters/e-mails, including training location and agenda, been sent to participants?	
Room Venue:	
• Has a training room/venue been reserved?	
• Will training room accommodate all participants?	
• Does the room provide adequate seating, lighting, etc.?	
• Is an Internet connection available (if required)?	
• Is necessary equipment (projector, TV, DVD player, etc.) available?	
• Have meals/ snacks been ordered in adequate quantities?	
• If meals/snacks are provided, are venue accommodations adequate?	
• Have special requirements (if any) been communicated to the venue contact?	
Training Materials:	
• Have the following materials, equipment, and resources been prepared?	
o Training Agenda	
o Participant Guides and/or Handouts	
o Facilitator Guides	
o Name Tags	

Delivery Checklists

ACTION	✓
o Paper, Pens, etc.	
o Flip Chart and Markers	
o A/V Equipment	
o Laptop/PC, power cord, mouse, network cable, etc.	
o Printer/Copier (if required)	
o Laser pointer	
o Completion Certificates	
o Post-training follow-up and/or contact information	
o Post-training evaluation	
o **Additional Materials/Resources:**	

eLearning Delivery

ACTION	✓
Promotion/Communication:	
• Has the training been promoted and/or communicated to participants?	
• Has a process for registration/enrollment been established?	
• Has a course contact been identified to address questions/issues related to registration?	
Online/CBT Course Deployment:	
• Do training assets meet specific requirements for online/CBT delivery? *(Refer to specific requirements for your organization.)*	
• Have training assets been successfully tested on LMS or PC (if free-standing asset) including functionality, hyperlinks, etc.?	
• Have bandwidth requirements been considered and addressed?	
• Have audio/video requirements been addressed (sound cards, Flash player, etc.)?	
• Are technical support resources available (Help Desk support)?	
• Is there a tracking mechanism in place to report completion status and scoring?	
• Is a certificate of completion available to participants?	