Training Checklist

Things to do before and after training session

- [ ] Do TNA
- [ ] Send Invitations to Relevant Candidates
- [ ] Confirm their attendance over phone
- [ ] Make sure required equipment for training are all functioning.
- [ ] Review the attendance list should there be any changes.
- [ ] Make sure the trainer is clear about the amount of support he or she will get during the training.
- [ ] Make sure that all necessary logic support is assured.
- [ ] Make sure the training evaluation form is prepared.

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