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.