

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.