**TRAINING VENUE**

On top of all preparations for the conduct of face-to-face training activity, it is also important to give consideration to the actual learning area which greatly impacts the quality of learning.

Although time-consuming, finding the right venue is a very important consideration of any event, but is particularly important when running training because of the additional requirements in terms of numbers attending or the facilities required.

* 1. To ensure an environment conducive for the training, the venue should have the following:
* Big enough for the participants (inclusive of training secretariat)
* Space for group work and activities
* Appropriate seating and comfortable chairs
* Good audio visual equipment (make sure you can be heard from all parts of the room)
* Good writing surface for each participant
* Good lighting for taking notes (ensure that there is no flickering lights, avoid glare and shadows on visual aids), natural daylight is best.
* Good temperature (not too hot or cold), check how to adjust the temperature.
* Sufficient training materials
* Spaces for coffee breaks and lunches
  1. The training venue should be set up a day before and should be ready one hour before the training. A registration/attendance sheet should be used to confirm attendance and should be placed where the participants can easily access it.
  2. Equipment should be tested before start time to ensure that microphones are working, ensure that both the laptop/personal computer and projection system are functioning properly and materials in PowerPoint are readable.
  3. Set-up - the training venue should be set up so that the participants can interact with one another and the facilitator. Seating should also be arranged such that the slides are clearly seen from all parts of the room.

**ADVANCE TRAINING MANAGEMENT, ADMIN/LOGISTICS PREPARATION**

* Determine required supplies and equipment
* Training kits and materials

|  |  |  |  |
| --- | --- | --- | --- |
| **MATERIALS CHECKLIST** | | | |
| Name of Activity |  | | |
| Date Submitted |  | Date Needed |  |

|  |  |  |
| --- | --- | --- |
| **ITEM** | | **QUANTITY** |
|  | Workbook | 1 per pax |
|  | Attendance Sheet | 1 copy |
|  | Daily Evaluation Sheet | 1 per pax |
|  | Metacards |  |
|  | Pre-Test/Post-Test | 1 per pax |
|  | Action Planning Sheet | 1 per pax |
|  | Certificate of Appearance | 1 per pax |
|  | Certificate of Participation/Parchment Paper | 1 per pax |
|  | Felt Tip Markers/Pentel Pen (Black, Blu and Red) | 2 boxes per color |
|  | Whiteboard Marker (Black, Blue and Red) | 5 boxes per color |
|  | Manila Paper | 25 pieces |
|  | ID Jackets | 1 per pax |
|  | Bond Paper (short/long) | 1 ream each for the training  4 reams (short) for reproduction |
|  | Crayons/Pastel | 10 each |
|  | Sharpener | 2 pieces |
|  | Pencil (Sharpened) | 1 per pax |
|  | Ballpen | 1 per pax |
|  | Adhesive Tape/Masking Tape | 5 pieces |
|  | Scissors | 2 pieces |
|  | Stapler | 2 pieces |
|  | Staple Wire | 1 box |
|  | Brown Envelope | 1 per pax |
|  | Printer | 1 unit |
|  | Ink Cartridge | 1 piece |
|  | LCD Projector | 1 unit |
|  | Logitech Pointer | 1 piece |
|  | Triple AAA Battery | 2 pieces |

*\*Based on 30 participants. \*\*Quantity may vary depending on the number of participants.*

## POST TRAINING ACTIVITY

* LLS
* Check recording and documentation
* Send-out post-activity package (email) to participants
  + Thank you message
  + Simple evaluation of activity
  + Link to materials
* Send out certificates to participants (if applicable)
* Send out answers to parked questions (within 1 week of activity)
* Conduct harvesting session to identify next steps, etc. (can be done together w/ LLS)
* Ensure appropriate point persons do follow-thru of assigned agreements