

**WORKBOOK 4.1: LOGISTICAL CHECKLIST**

**Purpose:** The purpose of this job aid is to provide you with a logistic checklist

**Preparation Checklist**

|                                                                                                         |                              |                             |
|---------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| <b>Preparing the Training Room</b>                                                                      |                              |                             |
| ▪ Is the training room clean?                                                                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Is the seating capacity adequate?                                                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Is seating arrangement according to the specifications?                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Is the placement of tables and chairs in the training room adequate?                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are there pads and pencils on the tables for the course participants?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Is the room identified with a sign giving the title of the course?                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Ensuring Safety and Security</b>                                                                     |                              |                             |
| ▪ Have any safety hazards (e.g., loose wires/cables, range hazards, etc.) been addressed?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Will participants be safe and secure at the training venues?                                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Will equipment and sensitive materials be secure?                                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Checking Electricity</b>                                                                             |                              |                             |
| ▪ Is there an adequate power supply? (You may need to adapt your presentation to do without power.)     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are wiring and cords conveniently and safely located?                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are extension cords available (if needed)?                                                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Preparing Equipment</b>                                                                              |                              |                             |
| ▪ Is all equipment in place and functioning properly (e.g., computer, projector, etc.)?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are the screens visible from all points in the room?                                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are the screens angled so there is no distortion?                                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Is the size of the screens suitable for the room and the number of participants?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Preparing Materials</b>                                                                              |                              |                             |
| Are there sufficient copies of:                                                                         |                              |                             |
| ▪ Participant name cards and registration forms?                                                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Agendas and handouts?                                                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Facilitator Guides?                                                                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Participant Guides?                                                                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Other participant materials and supplies (e.g., handouts, job aids, exercises, chart paper, markers)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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